DOCUMENT RESUME

ED 185 293 CE 024 589

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TITLE Design, Development, and Evaluation of Career Education Materials for Adult Farmworkers with Limited English-Speaking Ability Who Return to Formal Education. Final Report, Volume II - Curriculum Guide and Career Education Manual, Part I.
INSTITUTION California Univ., Santa Barbara.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO 498AH70019
PUB DATE May 79
GRANT G007701372
NOTE 404p.: For related documents, see CE 024 588 and CE 024 590.

EDRS PRICE MF01/PC17 Plus Postage.
DESCRIPTORS Adult Education: *Adults: *Agricultural Laborers: *Bilingual Education: *Career Education: Curriculum Guides: Instructional Materials: Learning Activities: *Occupational Information: *Spanish Speaking: Teaching Guides

ABSTRACT

This document contains the curriculum guide and the first seven monographs of the career education manual which was developed to assist the instructor in presenting a career-awareness course to adult, limited-English-speaking farmworkers. (The last nine monographs of the career education manual are found in CE 024 590.) The curriculum guide is divided into three sections. The first section is composed of four introductory units designed to enhance student self-awareness: the second section is composed of fifteen career cluster units intended to acquaint the student with information about career areas. Unit objectives, content information, and motivational exercises are included with each unit. The third section includes instructor notes keyed to each unit. The career education manual contains career monographs written at the 5th-grade reading level in both English and Spanish to facilitate comprehension for persons with limited reading ability. The seven monographs included in this document provide information on occupations in the areas of agriculture, manufacturing, marketing/distribution, consumer/homemaking, public service, and personal service. The guide and the career education manual have been used successfully with persons aged seventeen and upward during 1978-79 at two cooperating sites in California. (See CE 024 588 for final project report.) (BM)

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CE 024 589

FINAL REPORT

Project No. 498AH70019
Grant No. OE6-6007701372

Design, Development, and Evaluation of Career Education Materials for Adult Farmworkers with Limited English-Speaking Ability Who Return to Formal Education

Vol. II - Curriculum Guide and Career Education Manual

Part I

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May, 1979

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office of Education

Bureau of Occupational and Adult Education

Vol. II - CURRICULUM GUIDE AND CAREER EDUCATION MANUAL

Preface

Vol. II of this final report consists of two parts. Part I is the Curriculum Guide and Part II contains the Career Education Manual intended for use in a career awareness course for an adult farmworker population. The guide and the 15 career monographs included in the Career Education Manual were developed at the University of California at Santa Barbara* and have been used successfully with persons aged 17 and upward during 1978-1979 at two cooperating sites in California (High School Equivalency Program, California Polytechnic State University, San Luis Opispo, and the Bilingual Center located at Moorpark College, California). The Career Education Manual is written at the 5th grade reading level in both English and Spanish to facilitate comprehension for persons with limited reading ability.

A primary goal of the career-awareness course defined by the guide is to prepare the student to maximize his/her options through increased self-understanding and a knowledge of occupational prerequisites. Foremost, the course is designed to give the farmworker, a neglected educational consumer, a sense of pride in himself/herself and provide the necessary motivational stimuli in order that s/he be better prepared to pursue educational and career goals in a competitive society.

The curriculum guide is designed to integrate classroom experiences with audio-visual materials to enhance the student's exploration of career alternatives. While the classroom experience is intended as the primary focus of the career education course, supplemental activities that may be conducted outside the classroom are also suggested. More exercises than can be realistically used in a nine week group experience are included in order to provide alternatives so that instructors can meet the unique needs of the groups with which they work.

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*Project supported by USOE Vocational Education-Research Grant (Grant Number G007701372).

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FARMWORKER CAREER-AWARENESS COURSE CURRICULUM GUIDE

INTRODUCTION

I. Purpose: The primary purpose of this curriculum guide is to assist the instructor in presenting a career-awareness course to adult, limited-English-speaking farmworkers. It provides the instructor with unit curriculum guides, exercises and notes.

The guide is designed to assist the presentation of the course in the most effective manner for farmworkers who have a limited educational background. The guide could also be adapted, however, for use with inner-city barrio residents. These materials can best be used in conjunction with counseling for career decision-making.

II. Content: The curriculum guide consists of two parts. The first part is composed of four introductory units designed to enhance student self-awareness, and the second part is composed of fifteen career cluster units intended to acquaint the student with information about career areas. The four units in Part 1 are: An Introduction to the Course, History of the Farmworker, Orientation to the World of Work, and Self Assessment-Personal Awareness. The 15 units in Part 2 include content information and motivational exercises for each of the fifteen USOE occupational clusters. These clusters include:

1. Agri-Business and Natural Resources Occupations
2. Manufacturing Occupations
3. Marketing and Distribution Occupations
4. Consumer and Homemaking Occupations
5. Public Service Occupations

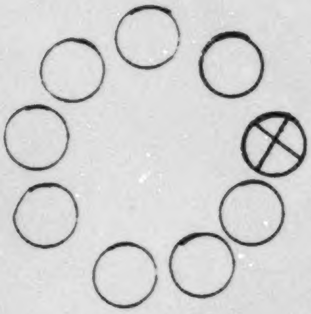
6. Personal Service Occupations
7. Health Occupations
8. Recreation and Hospitality Occupations
9. Fine Arts and Humanities Occupations
10. Communications and Media Occupations
11. Transportation Occupations
12. Construction Occupations
13. Business and Office Occupations
14. Environmental Occupations
15. Marine Science Occupations

THE ILP MODEL - A SUGGESTED TEACHING STRATEGY

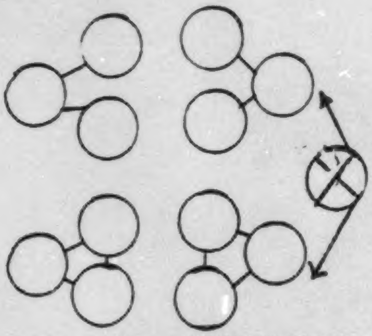
Adults, as well as children, are more likely to learn and remember material for which they have a positive feeling (Bloom, Krathwohl, Masia, 1964). The Interactive Learning Process (ILP) Model acknowledges the motivation, drives, and emotions that are factors bringing about achievement of cognitive behaviors. The ILP Model enables the student to learn from his/her own reference point rather than that determined by the teacher; it personalizes the learning experience tremendously (Ruiz, 1975).

Since the ILP Model can be easily adapted to a small group counseling situation, it lends itself to subject matter and instructional content in the areas of personal growth, decision-making, exploring vocational interests and choosing a career. The personal nature of the subjects covered in class suggests that the ILP strategy is more appropriate than the traditional lecture method for motivational and learning purposes of the adult farmworker. The model's components include: stimulus, involvement, feedback and closure.

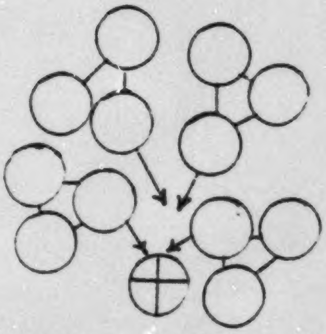
PICTORIAL DESCRIPTION OF THE ILP MODEL[1]



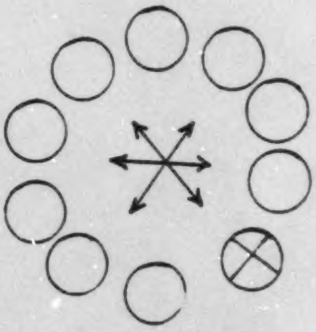
Part I: STIMULUS
Facilitator makes short presentation. This can be a mini-presentation or instructions for an involvement activity.



Part II: INVOLVEMENT
Participants interact with each other regarding mini-presentation. Facilitator roams from group to group providing information and assistance as necessary.



Part III: FEEDBACK
Groups report back to facilitator the results of interaction. Suggest better ways to approach topic, quality of information presented, etc.



Part IV: CLOSURE
Total group shares what was learned through individual comment.

It is hoped that by using this model, which incorporates student expertise, a positive teaching and learning climate for farmworkers will be created.

1. Stimulus:

   A short presentation is made by the facilitator designed to provide key information for the participants to discuss, or the instructions and purposes of an involvement activity. Presentation length should be kept significantly short compared to the total time available.

---

[1] Eleazar, Ruiz, M., A Humanistically Oriented Teaching and Communication Strategy (Office of the Santa Barbara County Superintendent of Schools, Santa Barbara, January, 1975).

2. Involvement:

   Participants are divided into smaller groups and are given some kind of task relating to the presentation and requiring group interaction. On a proportion basis, this part should be allotted the most time.

3. Feedback:

   Each group is asked to provide a brief report of the conclusions drawn from their discourse. Individuals are invited to provide personal (positive or negative) comments about the material presented, the methodology used, or about the leader him or herself. Time for this part will vary depending on size of the group, technique used to get feedback and whether comments are requested randomly or from each individual.

4. Closure:

   Each participant is given the opportunity to state verbally or in writing to what extent this session was or was not worth the time and effort. Time for this part will vary according to the same dynamic conditions discussed for feedback.

SCHEDULING AND ENVIRONMENTAL FACTORS

Suggested Time-Frame

A minimum of forty-five (45) hours of instruction is recommended for optimum effectiveness of materials and instruction. Each of the Introductory units should be scheduled for two to three hours each. Each career cluster unit should receive a minimum of two hours of instruction. The remainder of the time should be spent in review and evaluation activities.

Since the course presents considerable content and also demands a great deal of involvement on the part of the student, it should be conducted over a period of nine to twelve weeks. This might be done in conjunction with other readiness skills preparation including English as a second language (ESL), math, or consumer education. In some cases the course could be offered in concurrence with occupational skill-training. It may also be adapted to a college semester or quarter system or stretched out over a longer period of time.

Introduction to Course	2 hours
Farmworker History	3 hours
Orientation to World of Work	3 hours
Self-Assessment	3 hours
15 Career Cluster Units 2 hours each	30 hours
Review and Evaluation	4 hours
Total Classroom Hours	45 hours

Classroom Setting

Class Size:

A maximum of twenty (20) students per Career class is highly recommended. This is suggested because a small number will allow for the interaction required in personalizing the career units. Also, this number is nice since the group may be divided into four or five small groups of five or four students respectively.

Facilities Required:

Moveable chairs are necessary since the ILP Model strategy requires group involvement in different areas of the room. Also a chalkboard is required for general instructions and information presented by the instructor.

Equipment:

1. Slide projector
2. Screen
3. Cassette tape recorder

UNIT #1

TITLE: INTRODUCTION TO THE COURSE

GENERAL PURPOSE: The introduction unit provides students with an orientation to the course. It outlines the objectives and goals of the career awareness course.

This session is also designed to help individuals empathize with others and examine their own goals. The introduction serves to set the course in motion and allows students to consider and express their expectations and preconceptions, in relation to self as well as other students in the class. Also the use of the ILP Experience will be explained and demonstrated in hopes that it will assist in breaking down communication barriers.

SPECIFIC OBJECTIVES:

1. To provide students with an overview of the course.
2. To stress the importance of career planning in a competitive job market.
3. To introduce students to the materials which will be used in the class including the career manual, role-model slide shows, course evaluation, and explanation of instructional method to be followed by the instructor.
4. To introduce students to the instructor including interest in teaching the course, personal qualifications, and other relevant information.
5. To provide students with instructions of how the class will be conducted including teacher and student roles and functions.

I.L.P. EXPERIENCE

1. Stimulus

Introductory presentation on the value and need of career exploration classes for farmworkers/individuals who are in transition of jobs/occupations/careers, stressing the importance of education and training.

Personalized account of instructor's motivations behind/for teaching of the course.

2. Involvement

Primary Task - Aimed at having students share and disclose personal information by discussing experiences and interests in small groups.

Exercises - Instructor posts a map of Mexico, (North America) and/or United States. Each student writes/places his/her name and hometown in proper place.

Break up into small groups, (4 - 5 individuals), and discuss following topics:

a. Share names and hometowns. What (if hometown is in Mexico) is the area known for? eg. music, food, climate, natural resources, etc.

b. Share work interests and experiences.

c. What kind of work do you like to do?

d. What do you like about this type of work?

e. Are you aware of the training needed for this work?

f. What do you expect/hope to get out of the course?

Discussion - After small group interaction, each student introduces one/another member of his/her small group to the larger class/group, providing personal information about him/her.

Supplemental Task - Interaction exercises are sometimes required to assist students hurdle communication barriers. These may particularly be helpful to use with students who have not had much experience in the group process. The following exercises may be found attached to this unit:

a. Conversation awareness exercise

b. Situational conversation questionnaire

c. Inter-Personal conversation questionnaire

d. Topic orientation conversation questionnaire

3. Feedback

Students rate each of the following areas by circling a number (1 = poor, 2 = weak, 3 = satisfactory, 4 = good and 5 = excellent) which best corresponds with lessons:

a. Content 1, 2, 3, 4, 5

b. Process or Method 1, 2, 3, 4, 5

c. Instructor 1, 2, 3, 4, 5

Comments by students regarding rating.

4. Closure

Personal statements about the session, eg.:

   a. One word statements

   b. I learned statements

   c. I feel statements

Reference Materials

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Career Aspirations and Expectations Questionnaire, Farmworker Career Education Project, U.C. Santa Barbara, CA, March, 1979.

Hope, C., Kutzleb, V., Strobbe, A., and Weber, B., Awareness Games - Personal Growth Through Group Interaction, St. Martin's Press, New York, NY, 1974.

Pfeiffer, J.W., and Jones, J.E., A Handbook of Structured Experiences for Human Relations, Vol. I, II, III, University Associates, La Jolla, CA, 1971-1974.

Ruiz, Eleazar M., A Humanistically Oriented Teaching and Communication Strategy (Office of The Santa Barbara County Superintendent of Schools, Santa Barbara, CA, January, 1975).

Simon, S.B., Howe, L.W., and Kirschentaum, H., Values Clarification - A Handbook of Practical Strategies for Teachers and Students, Hart Publishing Co., Inc., New York, NY, 1972.

SUPPLEMENTAL TASKS

INTERACTION EXERCISES

CONVERSATION AWARENESS EXERCISE

1. When I meet somebody, I ________________________________

____

2. In talking to someone, I get nervous when ____________________

____

3. The easiest thing for me to talk about is ____________________

____

4. I can hold a conversation as long as ______________________

____

5. In conversing, people bug me when _________________________

____

6. During a conversation, I feel most comfortable when ___________

____

7. The thing I talk about most of the time is ___________________

____

SITUATIONAL CONVERSATION QUESTIONNAIRE

Please indicate the level of ease or difficulty you have in dealing with the situations noted below.

	Easy	Strained	Difficult	Impossible	N.A.
1. Staff meetings	____	____	____	____	____
2. Community meetings	____	____	____	____	____
3. Bus stop	____	____	____	____	____
4. Airport lobby	____	____	____	____	____
5. Bus or airplane seat mate	____	____	____	____	____
6. Movie intermission	____	____	____	____	____
7. Breakfast/lunch/ dinner with new acquaintance	____	____	____	____	____
8. Workshop sessions	____	____	____	____	____
9. Class reunions	____	____	____	____	____
10 Established circle of friends	____	____	____	____	____
11. Cocktail parties	____	____	____	____	____
12. Sports events	____	____	____	____	____

INTER-PERSONAL CONVERSATION QUESTIONNAIRE

Please indicate the level of ease or difficulty you have in conversing with the people noted below:

		Easy	Strained	Difficult	Impossible	N.A.
1.	Brothers and sisters	✓				
2.	Co-workers					
3.	Ministers/Priests					
4.	Politicians					
5.	Mother					
6.	Father					
7.	Children					
8.	Spouse					
9.	Employer					
10.	Immediate boss					
11.	Teachers					
12.	Professors					
13.	Medical doctors					
14.	City officials					
15.	Neighbors					
16.	In-laws					
17.	Children's friends					
18.	Spouse's friends					
19.	Opposite sex					
20.	Same sex					

TOPIC-ORIENTED CONVERSATION QUESTIONNAIRE

	Easy	Strained	Difficult	Impossible	N.A.
1. Catastrophies					
2. Child rearing practices					
3. Children					
4. Civil Rights					
5. Conservation					
6. Education					
7. Foreign imports					
8. Foreign travel					
9. Government spending					
10. Health					
11. Highway safety					
12. History					
13. Hobbies					
14. Human rights					
15. Illness, sickness and disease					
16. Income tax					
17. Inflation					
18. Interpersonal communication					
19. Local politics					
20. Military service					
21. Office politics					
22. Politics					
23. Pollution					
24. Racial and Ethnic relations					
25. Real estate					
26. Religion					
27. Science					
28. Special training programs					
29. Student behavior					
30. Television programming					
31. Trips					
32. Vacation spots					
33. Water shortage					
34. Weather	00	17			

UNIT #2

TITLE: HISTORY OF THE FARMWORKER IN THE U.S.

GENERAL PURPOSE: This unit provides a historical account of the farmworker in the U.S. Agricultural labor force. An appreciation of gains, struggles, and exploitation of field workers including those of Native Americans, Chinese, Japanese, Filipino, Anglo-Saxon, and Chicanos/Mexicans is developed from a chronological perspective.

SPECIFIC OBJECTIVES:

1. To familiarize the student with the role of the farmworker in history, including the history of the Native American, Chinese, Japanese, Filipino, Anglo-Saxon, and the Mexican farmworker.
2. To understand the importance of past farmworker movements and the struggles different ethnic groups encountered in organizing and fighting for human rights.
3. To understand the effect of worker displacement and how it affects the farmworker today.

I.L.P. EXPERIENCE

1. Stimulus

Instructor presents a mini-lecture on the history of the farmworker from 1860 to 1975. See instructor notes provided.

Visual Aids - Films and slide shows depicting the farmworker struggle with man and machine would serve as a good stimulator. "No Hands Touch The Earth", mechanization slide show (15 minutes); "Fighting For Our Lives". See Reference Materials section that follows.

2. Involvement

Primary Task - Aimed at assisting students identify dates of historical events and the significance of these historical periods.

Exercises - Instructor passes out a list of historical events and asks students to place them in chronological order (see attached "Historical Events").

Break large group into small groups (4-5 individuals) and discuss questions based on information provided by instructor or visual aid(s) used during stimulus period.

Discussion - Return to large group and create general discussion with each group providing their list of dates and events.

3. Feedback

Students rate each of the following areas by circling a number (1 = poor, 2 = weak, 3 = satisfactory, 4 = good and 5 = excellent) which best corresponds with lessons:

  a. Content 1, 2, 3, 4, 5

  b. Process or Method 1, 2, 3, 4, 5

  c. Instructor 1, 2, 3, 4, 5

Comments by students regarding rating.

4. Closure

Personal statements about the session, eg.:

  a. I learned statements

  b. I feel statements

Reference Materials

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Chavez, Cesar, Los Angeles Times, Editorial Section, February 16, 1978.

Committee on Education and Labor, "Hearings on Title III of H.R. 5010, June 30, 1971 and April 24, 1972, U.S. Government Printing Office, Washington, D.C., 1972.

Fighting For Our Lives, United Farmworkers of America, P.O. Box 62, La Paz, Keene, California 93531. Phone: (805) 822-5571.

McWilliams, Carey, Factories In The Fields, Brown & Company, Boston, MA, 1939.

No Hands Touch The Earth, California Agrarian Action Project, P.O. Box 464, Davis, California 95616. Phone: (916) 756-8518.

Schmitt, Raymond, The Migrant Farmworker Situation in the U.S., The Problems and the Programs, Congressional Research Service Library of Congress, April, 1975.

U.S. Department of Labor, Migrant and Seasonal Farmworker Programs, U.S. Department of Labor Employment and Training Administration, 1977.

PRIMARY TASK

"Historical Events"

Put the following historical events into the sequence (order) you feel is most correct.

______ Agricultural Labor Relations Act becomes Law
______ Cezar Chavez begins organizing farmworkers
______ Civil Rights becomes Law
______ I was born
______ Vietnam War becomes an important public issue
______ Development of lettuce harvester and other
______ Machines begin
______ The Bracero Program goes into effect
______ Mexican workers begin working in the fields
______ The Bracero Program ends
______ Alien Land Act
______ Public Law 45
______ UFWOC and 26 growers sign table grape agreement

UNIT #3

TITLE: ORIENTATION TO THE WORLD OF WORK

GENERAL PURPOSE: This unit serves to assist students understand the complex nature of concepts such as supply and demand, classifications of job functions and theories related to the personal and societal nature of work.

SPECIFIC OBJECTIVES:

1. To assist the student gain an awareness of how the supply and demand theory dictates employment needs.
2. To assist the student gain an understanding of the World of Work functions including production, direct service, distribution, organization, and management.
3. To assist the student understand the relationship of occupational clusters to the world of work functions.
4. To assist the student gain an understanding of barriers, real and imaginary to employment.
5. To assist the student learn to appreciate how work can meet personal and societal needs simultaneously.

I.L.P. EXPERIENCE

1. Stimulus

Instructor presents a mini-lecture relating the following topics: See attached instructor notes:

- a. Discussion of how needs (societal, human) are met by industries for the survival of culture.
- b. Classification of industries by functions.
- c. The role of education and training in securing a satisfying and well-paying job.

Visual Aids - "Hardwork", a series of slides presenting workers from each of the USOE occupational clusters.

2. Involvement

Primary Task - Designed to stimulate students regarding the many different kinds of jobs which exist and to impress upon them the need for minority and women in these fields.

Exercises - Break up into small groups (4 - 5 individuals), and discuss the following topics:

a. Which of the jobs displayed did you like the most? Why?

b. What kind of training do you think it requires?

c. Do you know anyone in the kind of work you would like to do?

d. Which jobs are non-traditional for minority persons and women?

e. Which jobs would you like to learn more about?

Discussion - Return to large group and have each group leader discuss responses to the exercise questions. If time permits each member may be given an opportunity to personalize his/her responses.

3. Feedback

Students rate each of the following areas by circling a number (1 = poor, 2 = weak, 3 = satisfactory, 4 = good and 5 = excellent) which best corresponds with lessons:

a. Content 1, 2, 3, 4, 5

b. Process or Method 1, 2, 3, 4, 5

c. Instructor 1, 2, 3, 4, 5

Comments by students regarding rating.

4. Closure

Personal statements about the session, eg.:

a. I learned statements

b. I feel statements

Reference Materials

Farmworker Career Education Project, U.C. Santa Barbara, "Hardwork Slide-Show", April, 1979.

Holt, John Freedom and Beyond, "Schooling and Poverty", Dell Publishing Co., New York, NY, 1972.

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Terkel, Studs, Working, Avon Paperback Publishers, New York, NY, 1975.

UNIT #4

TITLE: VOCATIONAL SELF ASSESSMENT AND PERSONAL AWARENESS

GENERAL PURPOSE: Many individuals see themselves as having the interests and abilities necessary for various jobs/occupations whether they really possess them or not. Vocational self-assessment is needed to increase awareness of one's occupational alternatives.

SPECIFIC OBJECTIVES:

1. To assist the student better understand his/her personal interests, attitudes, and preferences as they relate to career planning and decision-making.
2. To assist the student become more aware of vocationally-related strengths and weaknesses, including personal skills.
3. To assist the student define what is rewarding in terms of personal needs that might be satisfied through employment.
4. To assist the student conceptualize the change in lifestyle a job often demands and the rewards a new job can bring.

I.L.P. EXPERIENCE

1. Stimulus

Instructor presentation on the topic of Personal Awareness and Self-Assessment is discussed as a dynamic human process. These activities, including an evaluation of personal preferences, abilities, and attitudes all shape one's career planning cycle.

Instructor gives a mini-lecture on the nature of the career awareness process. (See attached outline).

2. Involvement

Primary Tasks - #1 Personal Assessment of Preferred Skills

Pass out the Personal Assessment of Preferred Skill assessment handout (See attached form) to each student and allow approximately 8 minutes to fill out. Then divide the students into small groups (4-5 individuals) and instruct them to share differences/similarities by concentrating on questions A and B at the bottom of the page.

Discussion - Return to large group and have each group leader report responses of members in their respective group.

Primary Tasks - #2 Assessment of Personal Strengths

Pass out the Assessment of Personal Strengths handout (See attached form) and allow approximately 8 - 10 minutes to fill out. Then divide students into small groups (4-5 individuals) and instruct them to share similarities/differences regarding strong points, special abilities, school strengths and social strengths.

Discussion - Return to large group and have each group leader summarize group responses.

Primary Tasks - #3 Identification of Physical and Psychological Needs Met by a Career

Form small groups (4-5 individuals) and pass out the Hierarchy of Needs handout (See attached form). Also hand out a list of needs (also attached) and ask each group to assign needs to one of the five major needs categories.

Students again work in small groups and this time discuss physical and psychological needs a job meets. Students return to large group setting and group leader summarizes each group's responses.

Supplemental Tasks - List of Exercises

1. Factors affecting lifestyles. May be used to explain how job demands often alter personal lifestyle.
2. Checklist of barriers to employment. This list may serve useful in helping students identify different types of barriers and also to generate discussion on how to overcome these barriers.
3. Adjective checklist. This exercise may be useful to the student for identifying adjectives which are personally favored or disliked. These responses may in turn indicate what kind of work would be most compatible.
4. Pride sharing. The purpose of this exercise is to enable the student to become more aware of how much he/she is proud of his/her beliefs and actions.
5. Personal choice. This exercise will let student see how his/her activities make up his/her life.
6. Job description. The intent of this exercise is for the student to begin looking toward his/her future work.

3. Feedback

Students rate each of the following areas by circling a number (1 = poor, 2 = weak, 3 = satisfactory, 4 = good and 5 = excellent) which best corresponds with lessons:

a. Content 1, 2, 3, 4, 5

b. Process or Method 1, 2, 3, 4, 5

c. Instructor 1, 2, 3, 4, 5

Comments by students regarding rating.

4. Closure

Personal statements about the session.

Could go around room and ask everyone for statement about session, or could ask for statements, and those students willing to share, may do so!

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PRIMARY TASK #1

PERSONAL ASSESSMENT OF PREFERRED SKILLS

Every job demands some skills. Our personal preferences often affect our skills and abilities because we usually do well in those things we like or prefer and often return to the tasks we enjoy. Our personal preferences also affect the decisions we make. Read the items below, considering carefully how each applies to you as a unique person. For each item, please check the column (X) that best answers the question.

I prefer to do things that require me to:	Very Much or Usually	Sometimes	Seldom or Not at All
1. read and study			
2. get outdoors often			
3. use and work with mathematics			
4. use physical strength			
5. sell to the public			
6. supervise others			
7. meet the public			
8. travel			
9. work with animals			
10. work with groups of young children			
11. follow directions from others			
12. plan events and activities			
13. think rapidly and creatively			
14. be in clean, quiet surroundings			
15. handle and repair equipment			
16. manage and handle money			
17. express myself through writing			
18. order merchandise			
19. judge the merit of other workers			
20. work by myself			
21. fix things			
22. keep accurate and complete records			
23. use my artistic ability			
24. plan and organize my own work			
25. make my own decisions			

A. Which three of the above that you rated "Very Much or Usually" would be the most important to you personally?

1. ______________________
2. ______________________
3. ______________________

B. Which three of the above you rated "Seldom or Not at All" would be the least desirable?

1. ______________________
2. ______________________
3. ______________________

PRIMARY TASK #2

ASSESSMENT OF PERSONAL STRENGTHS

What are your strong points?

1. Solving problems. You can stick to a problem until you've solved it.
2. You can pick up plots of films, plays and books easily.
3. Curious mind. You can accept new ideas.
4. You can talk or write clearly about your ideas.
5. You sometimes have new ideas of your own.

What are your special abilities?

1. Able to do sums quickly in your head.
2. Able to write clearly about facts or ideas.
3. Able to work well with your hands in making or fixing things.
4. Able to persuade others about the value of an idea.
5. Able to talk easily to different kinds of people.
6. Able to make plants grow.
7. Able to cook well.
8. Able to speak foreign languages.
9. Other ____________________

School strengths

1. What were you good at in junior high school?
2. What are you good at in high school?
3. Other ____________________

Social strengths

1. Helping other people, like old people, young people, etc.
2. Active in local community or church
3. Able to make friends easily
4. Sense of humor
5. Understanding people's feelings
6. Getting along at home with parents, brothers, or sisters

PRIMARY TASK #3

IDENTIFICATION OF PHYSICAL AND PSYCHOLOGICAL NEEDS

Choosing a career would meet the following needs:

-HIERARCHY OF NEEDS-

EXAMPLES	HOW TO IDENTIFY THEM
Physiological Needs Hunger Shelter Sex-gratification	Physical needs that are instinctive. A person may be inspired in any creative field, but the inspiration will fade in the face of hunger.
Security or Safety Need Self-protection Preservation of the status quo Fear of the unknown	Imminent danger or loss of security will as a rule activate this need. The situation can be either real or imagined, but the response is the same.
Social Acceptance Love Social-acceptance Sense of "belonging"	When physical and safety needs are relatively satisfied, the need to belong or to be loved will generally emerge.
Self-esteem Need Self-respect Personal worthiness	All people in our society have a strong need for self-respect and self-esteem. Accompanying this is the need for the respect and esteem of others.
Personal Fulfillment or Self-satisfaction Need Personal achievement Confidence Independent freedom Unselfish dedication	The drive for self-fulfillment is usually evidenced in the well-adjusted self-confident individual. This is the tendency for the individual to seek purpose and meaning from life.

SUPPLEMENTAL TASK #1

FACTORS AFFECTING LIFE-STYLES

1. Education
2. Work-What type of job?
3. Music
4. Language
5. Treatment of elders
6. Child rearing practices
7. Religion
8. Food and beverages
9. Residence-where you live
10. Traditions and folklore
11. Modes of credit
12. Transportation
13. Friends
14. Other ____________________________

SUPPLEMENTAL TASK #2

CHECK LIST OF BARRIERS TO EMPLOYMENT

GENERAL BARRIERS

Child Care
Health
Transportation

SOCIAL AND INTERPERSONAL CONFLICTS

Fighting/arguing with spouse
Fighting/arguing with neighbors
Fighting/arguing with friends
Fighting/arguing with others
Other marital or social problems

FINANCIAL PROBLEMS

Bill collectors
Wages garnished
Evicted from housing
Lawsuits
Other financial problems

LEGAL PROBLEMS

Police record
Trial(s) pending
On probation or parole
Other legal problems

EMOTIONAL-PERSONAL PROBLEMS

Feel tense and nervous
Shy with people
Depression
Can't control anger
People are against me
Other personal problems

DRUG-ABUSE PROBLEMS

Drinking problems
Drug abuse

JOB QUALIFICATIONS

Lack of references
Lack of education
Lack of work experience
Lack of skill
Too young

DISCRIMINATION

Racial
Religious
Sex

COMMUNICATION PROBLEMS

Speaking English
Language problems
Reading problems

SUPPLEMENTAL TASK #3

ADJECTIVE CHECK LIST

INSTRUCTIONS: Circle those adjectives that best describe you. Now place an X by those adjectives that are least like you.

_____ Active
_____ Ambitious
_____ Apathetic
_____ Aware
_____ Better
_____ Bored
_____ Careful
_____ Competitive
_____ Confident
_____ Considerate
_____ Creative
_____ Critical
_____ Dependable
_____ Different
_____ Enthusiastic
_____ Explorative
_____ Friendly
_____ Good
_____ Helpful
_____ Honest
_____ Influential
_____ Loyal
_____ Open
_____ Persistent
_____ Productive
_____ Responsible
_____ Right
_____ Risky
_____ Sensitive
_____ Shy
_____ Spontaneous
_____ Superior
_____ Supportive
_____ Sure
_____ Thoughtful
_____ Tolerant
_____ Trusting
_____ Unique
_____ Warm

SUPPLEMENTAL TASK #4

PRIDE SHARING

The purpose of this exercise is to enable students to become more aware of how much they are proud of their beliefs and actions.

The counselor asks students, "What is a specific area or issue that you're proud of?" In order, students are requested to respond with the words, "I am proud of ... or I am proud that ..." It is important that the counselor emphasizes that this is not boasting, but pride in sense of feeling very good about or cherishing this part of the student's life. A student may choose to pass.

Possible questions to use are the following:

1. What is something you are proud of that you can do on your own?
2. What are you proud of in relation to your family?
3. What is any new skill you have learned within the last month or year?
4. What was a decision that you made which required considerable thought?
5. What task that was very difficult, did you complete?
6. Are you proud of not doing something? What was it?
7. What habit have you worked to overcome, and succeeded?
8. Are you proud of a time when you were especially loving of someone? Describe that time.
9. Are you proud of something funny that you did? Describe that time.

SUPPLEMENTAL TASK #5

PERSONAL CHOICE

This exercise will let students see how their activities make up their life. On separate sheets of paper have students do the following:

1. First Sheet: Draw a circle. Now divide the circle, as if it were a pie, into pieces that represent your current life. Label each piece i.e., home life, work, personal, education, leisure.
2. Second Sheet: Now draw another circle and divide it into pieces that represent your life 2 years ago. Use same labeling as in No. 1 or add others if needed.
3. Third Sheet: Draw another circle and divide it in a way that represents the ideal way you'd like your life to be. Label each piece as in No. 1 and No. 2.

Counselor has students compare and contrast their three life circles. Ask students to consider the following questions:

a. What's keeping your present circle of activities from being like the ideal circle?

b. What can you do within the next six months to make that ideal circle more like your real life?

SUPPLEMENTAL TASK #6

JOB DESCRIPTION

The intent of this exercise is for students to begin looking toward their future work. Although this is the early part of the course, it is our hope this exercise will open the student's mind to future possibilities that he/she can imagine. This exercise requires students to be relaxed and without interfering thoughts. Counselor might introduce a relaxation technique to prepare students to open themselves to this imaginary work future. Emphasize there are no right or wrong answers. Students are to respond to the mental impressions they have and fill in the blanks with as much detail as possible. They are writing their own future job script. Counselor may read each statement and the students fill in the blank, or students may work individually.

SUPPLEMENTAL TASK #7

DECISION-MAKING: HOW DO I MEASURE UP?

This exercise serves as a self-assessment of decision-making skills at the present time. Counselor has students rate themselves on the following skills according to the five criteria listed below. Students are to place the number which best represents their evaluation of each skill in the blank space provided. Emphasize that the form will indicate areas for improvement, many of which will be covered in proceeding exercises.

1. The top 10 percent of all decision-makers.
2. The top 25 percent of all decision-makers.
3. The top 50 percent of all decision-makers.
4. The lower 50 percent of all decision-makers.
5. The bottom 25 percent of all decision-makers.

______ 1. To distinguish between a good and a bad decision.

______ 2. To know my values

______ 3. To be able to rank what I value when making a decision.

______ 4. To state a desired outcome to a decision clearly and concisely.

______ 5. To know the relative amount of risk I am willing to take in making a decision.

______ 6. To know the various alternatives which exist before making a decision.

______ 7. To know how to collect and evaluate information needed to make a decision.

______ 8. To know when information is reliable and valid for making a decision.

______ 9. To prevent feelings, friendships, and biases from interfering in decision-making.

_____ 10. To predict possible outcomes to various alternatives in making a decision.

_____ 11. To make decisions without being unduly influenced by others.

_____ 12. To explain why or how a specific decision was made.

_____ 13. To know the methods or strategy utilized in making a decision.

_____ 14. To estimate the probable outcomes that a certain decision will occur.

_____ 15. To place possible outcomes of a decision in rank order according to their desirability.

_____ 16. To narrow down the number of alternatives for a decision to a few which have a good chance of obtaining the desired outcome.

_____ 17. To analyze both the short and long range consequences of a decision.

_____ 18. To make a good decision.

PART II-INCREASING CAREER AWARENESS

Part II consists of Units 5 - 19, coinciding with the 15 U.S.O.E. job clusters. The unit objectives, including cluster, occupational, and motivational, along with the exercises, are standard for each of the 15 occupational clusters covered. Instructor notes specific to each unit are also provided in Part II.

Each cluster unit presentation is accompanied by a cluster occupational matrix which is helpful to the teacher in presenting information during the mini-lecture or stimulus phase of the presentation. It is highly recommended that the teacher review the instructor notes which accompany each cluster lesson plan and fill in the matrix for lecturing purposes. This matrix may also serve quite useful for the students since blank spaces are provided for each of the ten occupations of the cluster presented. Students may jot down one or two important comments related to the occupation's salary and benefits, duties, training requirements, work setting, future job outlook, worker traits or related occupations. This is a valuable tool for review.

The motivation, information, and recommendation exercises are used in conjunction with the slide-show presentation of the various role-models. These exercises serve to focus on the role-model as positive forces toward achieving educational and career goals.

Although the exercises are similar, each unit is unique since each one presents a different role model with various experiences and information. For best results the order of these three exercises (motivation, information, recommendations) should be varied.

A general ILP Model framework presented here is offered as a suggested instructional format.

SESSION DETAILS

TYPE OF LESSON (x) Information (x) Attitudes ( ) Behavior

TITLE Name of Occupational Cluster **LENGTH** 2 hours

PURPOSE To provide students with an understanding of the occupational cluster, including skill requirements and working conditions and also to stimulate students to explore possibilities of a career in this cluster.

OBJECTIVES - Cluster Content General (CCG), Specific (CCS):

1. To assist students define the occupational cluster - (CCG).
2. To assist students increase their knowledge of common aspects related to occupations in the occupational cluster - (CCS).

- Occupational Content General (OCG), Specific (OCS):

3. To assist students define the 10 occupations in the occupational cluster (OCG).
4. To assist students increase understanding of entry, skill requirements and working conditions related to each of the 10 occupations in the occupational cluster (OCS).

- Motivational Content General (MCG), Specific (MCS):

5. To assist students realize the importance of the need for workers in the occupational cluster. Also that farmworkers may help meet these needs (MCG).
6. To increase students' aspirations for considering jobs in this cluster as viable and realistic career options for themselves (MCS).

MATERIALS

1. 20 occupational cluster monographs
2. 20 cluster matrix worksheets - Individual exercise #1
3. 20 copies of the motivation, information, and recommendation exercises.

Motivation Exercise #2
- 2.1 What motivated role model to assume present position?
- 2.2 What barriers did role model have to overcome?
- 2.3 How did education or experience help this person climb to his/her current position?

Content Information Exercise #3
- 3.1 What are the most important duties of the role model?
- 3.2 Which duties are most liked and disliked by the role model?

Recommendation Exercise #4
- 4.1 How has the role model's current job changed his/her life as opposed to the lifestyle of a campesino?
- 4.2 What were the recommendations (if any) given by the role model? What might you do or experience which would be of benefit to you in pursuing a similar occupation?

ILP EXPERIENCE OUTLINE (UNITS 5-19)

1. STIMULUS Personalized opening and a mini-presentation.

Introduction to the occupational cluster.

1. Overview of the cluster
   - a. Definition of the cluster
   - b. Trends in employment of the occupational cluster
   - c. How these services are supported
2. General traits of the ten (10) occupations in the cluster.
3. Discussion of the specific characteristics of each of the 10 cluster's occupations. Students may use the cluster matrix worksheets for this purpose (Exercise #1) in an individual manner while instructor is presenting a mini-lecture.
4. Slide-show presentation of occupational cluster role model.

II. INVOLVEMENT Primary Tasks

2. Using discussion questions for ILP Exercise #2 have 4 groups of 5 students discuss and reach consensus on what motivated role model to pursue this career. Students may review discussion questions individually before joining group. Report back to the entire group.
3. Using discussion questions for ILP Exercise #3, have the 4 groups of 5 discuss and reach consensus on what information about the role model's job is most important. Students may review discussion questions individually before joining discussion groups report back to the entire group.
4. Using discussion questions for ILP Exercise #4, have the 4 groups of 5 discuss and reach consensus on how a new job other than farmwork can change one's lifestyle and also what recommendations seem most important for one wishing to pursue this type of work. Students may review questions individually before joining discussion groups. After groups have discussed topic leader reports the results to the entire class.

III. FEEDBACK

1. Students rate the session using the following criteria:
   - a. Content - How useful was the information presented?
   - b. Presentation - How stimulating or interesting was the presenter?
   - c. Organization - Did the presentation flow?

IV. CLOSURE

What effect did the session have on the students academically; personally?

1. Students are asked to list (optional) what they learned from the session.
2. What do the students feel about themselves personally as a result of sitting in on the session, eg.: a student may express that s/he feels more confident about getting a good job, etc.
3. Unit evaluation consisting of matching, fill in, and multiple choice questions. (optional)

List of occupations	Salaries and Benefits	Duties	Training	Work Setting	Job Outlook	Worker Traits	Related Occupations
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
ommon haracteristics:							

Discussion Questions for ILP Exercise #2 - Motivational

2.1 What motivated role model to assume present position?

a. self
b. family
c. economics
d. school
e. friend(s)
f. other - list

Which of these are similar in your personal motivation?

2.2 What barriers did role model have to overcome?

a. education
b. experience
c. discrimination
d. age
e. sex
f. other

Have you experienced similar barriers? Which ones? How did you deal with them?

2.3 How did education or experience help this person climb to his/her current position?

a. Without the level of training received role-model wouldn't have had opportunity.
b. After experiencing a certain job role-model decided to return to school.
c. Met people who encouraged him/her to set higher goals for himself/herself.
d. Other

How is your education or work experience preparing you for a future career?

Discussion Questions for ILP Exercise #3 - Informational

3.1 What are the most important duties of the role model? Students number in order of importance those duties most important in performing the job.

a. writing
b. planning
c. thinking
d. public relation skills
e. driving
f. common sense
g. math skills
h. comprehension
i. moving objects-physical labor
j. other

3.2 Which duties are most liked and disliked by the role model? (informational)

a. reasoning
b. math
c. language
d. supervising
e. writing
f. planning
g. working with people
h. working out-doors
i. physical labor
j. other

Questions for ILP Exercise #4 - Recommendations

4.1 How has the role model's current job changed his/her life as opposed to the lifestyle of a campesino?

a. improvement of living conditions
b. more leisure
c. increase commitment to help community members
d. serve as a role-model
e. other

How do you think getting the job you want will change your lifestyle? Are you willing to change? How much?

4.2 What were the recommendations (if any) given by the role model? What might you do or experience which would be of benefit to you in pursuing a similar occupation?

a. go to college
b. find a training program
c. get more experience
d. learn bilingual skills
e. don't give up
f. other

Which of these recommendations can you personally follow up on? How soon? Why are they important?

FARMWORKER HISTORY INSTRUCTOR NOTES

UNIT #2

WHEAT AND THE INDIANS 1860-1890

Between 1860 and 1880 annual wheat production in California jumped from 6 million bushels to 29 million. By 1890 California was producing 40 million bushels. The demand for a food supply was urgent and "The only cheap labor then available in California was Indian labor, and Indians were promptly recruited to the fields. Indians received half the wages that were paid to Mexicans or Anglos. Although Mexican land owners refused to honor Indian Pueblo rights on soil including in their land grants, they allowed the Indians to continue "to work on ranchos as vassals".

But once the Anglo land barrons took over they put an end to all this, the Indians were uprooted from their native land and driven further back into the mountains. The Indians were indiscriminately taken advantage of, often working for meager salaries and other times for nothing.

Due to a negative spiral of the economic system in the U.S. around 1880-1890, and because of high wheat yields in Russia and the Mississippi Valley, California Wheat Industry became threatened. California Agriculture was in need of new crops and new people to again work the soil.

BOTH WERE FOUND - The advent of refrigerated cars along with the beginning of intensive irrigation set into motion a new bonanza for owners of California's fields.

The supply of foreign Chinese labor gave growers hope of meeting their labor needs in the fields. Beginning with the Chinese the growers developed their own special adaptation of imperialism. By 1870 Chinese workers constituted 10 percent of the work force on California farms, and 16 years later seven of eight farm laborers in the state were Chinese. Upon completion of the transcontinental railroad 10,000 people were left without work and became available for field work.

There was and continues to be one common element that is representative of work forces which have predominated in the fields - they were all from outside the U.S. border and therefore more easily exploited.

1890 ANTI-CHINESE LAWS

Another economic crisis which saw some 27 banks fail in California alone resulted in booting the Chinese labor force from the fields. The farmers, many of which wanted to keep Chinese labor had to yield to the many anti-Chinese laws enacted at the state and federal level.

So desperate was the economic plight of unemployed white workers that after they had succeeded in eliminating the Chinese from the fields, the growers hired the whites for far less pay than the Chinese workers received. The white unemployed workers who marched on Fresno to take the place of the ousted Chinese were paid 75 cents a day and board to work the fields. Chinese workers had been getting $1.40 a day.

By 1882 Congress had passed its first Exclusion Act aimed at driving out the Chinese from the fields and just about all other forms of gainful employment. Chinese workers were used as strike breakers - once in 1870 to break a shoemakers strike and in 1877 a group of Chinese were imported from California to break a cutlery manufacturing strike in Beaver Falls, Pennsylvania. America's labor unions responded against the Chinese and demanded their exclusion from the nation and their expulsion from the labor force.

This was certainly a devastating blow to the Chinese. By the turn of the century Chinese were isolated, neglected and demoralized. Many too poor to return to China and too oppressed to enter fully into American society.

1900 SUGAR BEETS AND THE JAPANESE

By 1903 approximately 30,000 Japanese workers were employed within California.

When the Japanese began working in the fields, they seemed to be ideal employees from the grower's viewpoint. Many worked for as little as 35 cents to 40 cents per day and in addition provided their own transportation and board.

The Japanese became the dominant group of farmworkers in the state. The Japanese capitalized on their position. On occasion they would demand a major increase in wages in the midst of a harvest and get it. Japanese used work stoppages as a strategy to negotiate higher wages. Some Japanese farmworkers acquired enough capital to purchase land of their own. And when they became small ranchers they hired Japanese almost exclusively to work their properties. The big growers did not welcome this kind of competition.

Attempts to deprive the Japanese of the right to own land was legalized with passage of the Alien Land Act of 1913 and in similar legislation enacted in 1919.

Passage of the Alien Land Act and restrictive immigration laws prevented the Japanese labor force from replenishing itself and also had the effect of expropriating land owned by them.

Then came the greatest of all injustices against the Japanese in the U.S. That was the incarceration in concentration camps in 1942, following the outbreak of World War II. All persons of Japanese ancestry on the West Coast - citizens as well as aliens - were placed in barbed-wire imprisonment camps. They left behind them their churches, their lands, their possessions and all their accumulations.

1920-1930 THE CALIFORNIA MEXICAN

As in previous periods the growers were in need of cheap labor. Once again they believed they had found a "perfect solution". Between 1920-1930 the number of Mexican-born persons in California more than tripled - from 121,176 to 368,013. It was also during these years that the border scarcely resembled its present appearance.

By the 1930's mass deportation and tightening of border controls were two operations which were vigorously carried out. Anglo workers such as the dust bowl refugees in the 1930's were willing to work for even lower wages.

An average of 58,000 Mexicans were brought in annually to work the fields between 1924 and 1930. McWilliams reports that "in the decade between 1920 and 1930 the Mexicans were unquestionably the largest single element in the 200,000 agricultural laborers in the State".

McWilliams (1968) sums it up well in saying that "during this decade, 1920 to 1930, the farm industrialists were enchanted with the Mexicans. The Mexicans were available in large numbers (at least 150,000 worked in the fields during these years); they were good workers; unorganized; and at the end of the season, liberated!" The growers emphasized the fact that the Mexican, unlike the Filipino, could be deported.

In effect, the border was used by the growers and the government agencies over which they exercised great influence, if not actual control, in much the same manner as a sluice gate on an irrigation ditch. When there is an ample supply of water, the canal is shut down. This happened in the case of field workers of Anglo descent, when there was ample supply available because of U.S. joblessness, the border was tightened.

Throughout this period farmworkers experienced segregation and isolation as a strategy pioneered by the growers to keep workers apart and disorganized. Mexicans were kept separate from the Filipinos and the Filipinos were isolated from the Anglos. This was done under the guise of different food habits and that the workers wanted to live among "their own kind".

The racism of the growers utilized nationalism among the workers to prevent the one thing the growers feared most of all - unity that would lead to union organization.

1930-1978 THE FILIPINO WORKER

For the past 50 years, California growers have mainly relied on Chicanos and Mexicans to work the fields. It was also during this time that a large number of Filipinos were hired to work the fields, many of whom had been recruited from the Philippine Islands. To some degree the influx of Filipinos and Mexicans into the fields overlapped.

A labor shortage in California in 1924 resulted in growers drawing heavily on Filipino workers who had migrated earlier from Hawaii.

The influx of Filipinos in the fields as well as in the cities was seen by many as the third successive invasion of Asians into the domestic labor force. As "subjects" of the U.S. ineligible for citizenship (except if they served 3 years in the U.S. Navy) they as other foreign workers preceding them were vulnerable to the economic system.

The racist theme of the growers was heard once again in regard to the Filipinos as farmworkers. Growers at first considered Filipinos to be highly desirable laborers; as they were even more docile, low-paid and hard working than the more Americanized Mexicans.

The ratio of males to females was very unbalanced with the vast majority of Filipino workers being male. This resulted in a mixing of the Filipino worker with Anglo and Mexican women, particularly if they were also Catholic. This fact lead to additional racist reaction to the Filipino worker and further discrimination. The California Supreme Court reinterpreted the anti-mesegination law then on the books so that it became illegal for intermarriage between Anglos and Filipinos (Malaysians). The intent was clearly to further isolate the Filipino worker.

A number of Filipino workers who came to California to work in the fields came with the intention of working, making money, and then returning to their homeland. Most of these hopes were dashed on the rocks of economic reality. They were unable to save enough money from the meager wages they were paid. They also often had very unrealistic expectations about the United States, perceiving it before arrival as a great land of opportunity - a land they certainly did not find upon arrival.

One of the reasons given by the growers for hiring Filipinos was to insure a mixture of races in the fields. In this way the possibility of groups organizing would be minimized. This would thereby result in fewer strikes which for the growers translated to a greater earned income.

According to the growers, Filipinos were good workers. They were young, male, and for the most part unmarried. They were mobile and mainly employed as "stoop labor" in asparagus and lettuce.

It was not known by the agricultural industry that Filipino workers had a militant background in field organizing. They were far from docile and later served as the backbone of the UFWA struggle.

In 1934 about 3,000 Filipino workers had gone on strike in the lettuce fields near Salinas, California.

Throughout this period, Filipino workers as did their predecessors, the Chinese and Japanese, remained pro-union.

The Filipino encountered many abuses in the fields as well as at home. Various attacks on Filipinos were cited between 1928-1932 including the bombing of a Filipino clubhouse in Stockton, California.

During the depression years (1930's), Filipinos were blamed for taking the Anglo's job. They were the target of discrimination and attack, they were driven from their jobs. Police made false arrests and threw them in jail.

Although they were discriminated against by the growers and other workers, they banded together even closer. Exploited and oppressed by labor contractors, they sought refuge in union organizations, which by the middle of the 20th century was primarily expressed through membership in the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO) Agricultural Workers Organizing Committee.

Just as exclusionist acts were passed to limit the migration of the Chinese and Japanese, so too an exclusionist act was passed to exclude the Filipino. These people were actually citizens of a land which was a territory of the United States, yet it was not possible for them to become citizens (except if they served in the Navy as was suggested. Yet until 1968 all Filipinos in the Navy had to serve as stewards or cooks). In 1934 the Tydings-McDuff act was passed which was an agreement ensuring the independence of the Philippines. However, an amendment to this bill added the condition of excluding future migration to the United States by citizens of the Philippines.

Despite the fact that some of the growers followed a policy of elevating Filipino workers to the position of foreman, overseers over Filipino and Mexican workers, the more militant Filipinos, some of whom had a radical background, continued the battle for unionization in the fields.

During this period the Communist party strengthened its following among the agricultural workers. The Trade Union Unity League and the Workers International Relief and International Labor Defense assisted Filipinos who were subjected to beatings and jailings as the result of their organizing.

THE BRACERO PROGRAM 1942-1964

World War II created a labor shortage in the United States.

The Chicano farmworker joined many other migrants in the cities, where they obtained jobs that had previously been closed to them, and where they were paid much higher wages than in their previous farm employment. The confinement of Japanese also contributed to labor shortages. The farmers' main objective during the World War II was to supply not only its domestic food market but also its allies. As before the growers turned to a foreign labor supply - Mexico. The U.S. had two alternatives; simply to open the border and allow the Mexican worker to come into the U.S. unencumbered, or enter into an agreement with Mexico for an agreed upon number of Mexican braceros to be furnished to the United States.

In this there was disagreement. The U.S. growers wanted the first alternative since the Mexican workers would not be protected and the grower could hire them at the lowest possible wage. The Mexican government insisted on a contract that protected the rights of its workers.

Mexico wanted to contribute to the war effort and therefore entered into a preliminary agreement under which the U.S. and Mexico would supervise the recruitment of braceros. Furthermore, the two countries agreed to a contract guaranteeing the workers' rights. The agreement provided, among other things, that the Mexican workers would not displace domestic workers, they would be exempted from military service and discrimination would not be tolerated. It also regulated the transportation, housing, and wages of the bracero. Under this agreement, from 1942-1947 about 220,000 braceros were imported into the U.S. Growers in Texas, who up until the time of the bracero program had a supply of foreign labor (Mexico), did not want government intervention in the supply and regulation of workers. Without any formal agreement the growers could abuse the workers by paying only what the market would bear. The growers especially disliked the 20 cents an hour minimum wage, charging that this was the first step in federal farm labor legislation.

Although an agreement for a Bracero program was reached between the U.S. and Mexico there was a break of contract on the part of the U.S. which literally made the agreement useless. The agreement which was later signed into law Public Law 45 in 1943 allowed for loopholes pressured by the powerful American Farm Bureau. This escape clause found in section 5(g) allowed growers to pressure the commission of immigration to deregulate the border thereby allowing for the steady supply of cheap labor.

Although the labor shortage ceased after the war, the Bracero program continued.

Labor organizations and Chicano leaders opposed the open border and the Bracero program. Chicanos' opposition to Mexicans entering the U.S. was not based on the restrictionist philosophy of shutting the gates on them. They wanted Mexicans to enter the U.S. as immigrants, fully protected by the rights that all immigrants have, so that exploitation would be diminished.

The undocumented worker was prey for unscrupulous employers, since he feared deportation and therefore did not complain about abuses.

By 1951 under the Republican Administration the Bracero program was protected. Public Law 78 renewed the Bracero agreement. In California, the braceros were used for "tomatoes, lettuce, strawberries, sugar beets, lemons, melons, asparagus, miscellaneous vegetables, grapes, and cotton, in that order". During this period the farmers had increasingly more say about the administration of the program, while the Mexican government had less voice.

The increasing dependence of Anglo-American growers on the bracero is reflected in the following figures:

1942 - 4,203
1943 - 52,098
1944 - 62,170
1945 - 49,454
1946 - 32,043
1947 - 19,632
1948 - 35,345
1949 - 107,000
1950 - 67,500
1951 - 192,000
1952 - 197,100
1953 - 201,388
1954 - 309,033
1955 - 398,650
1956 - 445,197
1957 - 436,049
1958 - 432,857
1959 - 437,643
1960 - 315,846
1961 - 291,420
1962 - 194,978
1963 - 186,865
1964 - 177,736

FARMWORKER ECONOMIC AND SOCIAL CONDITIONS

Certainly, farmworkers have historically been subjected to economic levels related to poverty. According to the U.S. Bureau of Census (1973) 20 percent of all California's rural families of Mexican origin exist below the poverty level. This, when compared to 7.5 percent of all white families existing below the poverty level in the state indicates a grossly over represented Mexican-American group living in sub-standard conditions.

The educational accomplishment of farmworkers has also been sub-standard. A survey of 45,000 farmworker households in 1973 places the low educational attainment level of farmworkers into perspective. Farmworkers over 25 years had a median educational attainment of 4.5 years. Only 11% of those surveyed had some high school and less than 2.0% had actually received a high school diploma. One encouraging statistic was the 7.0 years median completion for farmworkers between the ages of 14 to 24. The small gains which have been made haven't been enough to offset the farmworker's dismal economic conditions.

The perpetuation of these social conditions is probably the most important factor for explaining the slow social mobility experienced by Mexican-Americans in general and the farmworker specifically. Zamora and Barrett (1967), among others, have discovered a high correlation between high school drop out rates of 14 to 17 years old youths and low educational levels of their parents.

The 1976 report for the California Master Plan for Migrant Education shows that a vicious cycle of low education is being perpetuated among farmworker households. California has more than 88,000 children of migratory workers enrolled in special educational programs. Approximately 85% of these children are from limited English speaking households. These children will attend an average of 3 schools in one year. Partly as the result of this mobility, their achievement levels lag 2 to 3 years behind state norms and it is expected that fewer than 10% will obtain a high school diploma.

It is the cyclical pattern of educational neglect which has contributed to the poverty status of farmworkers. Drastic educational and retraining measures must be instituted for adult farmworkers to help offset the wave of illiteracy and vocational skillessness which will surely be inherited by the next group of farmworkers at a very high social cost to society. As Bailon (unpublished dissertation 1976) has posited, the increase in educational attainment of parents will have positive affects on the child's educational aspiration. This, it is believed, is the single most important step required in breaking down the cause of poverty among farmworkers.

UNIONIZATION

Due to the nature of the labor supply and demand of farmworkers to unionize for the most part had been unsuccessful. The greatest historically significant exception to this trend was the founding of the United Farmworkers of America (UFWA) by Cesar Chavez in 1962.

Historically it has been futile to attempt to organize farmworkers. Probably the major reason for this had been the worker's vulnerability to deportation, confinement to concentration camps and other racist policies and laws such as those which segregate worker nationalities, and prevented organizing to take place.

One of the organizational attempts at unionizing the farmworkers of California were the International Workers of the World (IWW), commonly known as the "Wabblies" whose dominant tendency was revolutionary syndicalism. The IWW's biggest strength was exemplified in the fact that they deplored and rejected racist ideology, thus fighting it at the same time they were attempting to organize the farmworker. They were known for getting down on socialist organizations and leftist trade unions with racist tendencies and practices.

The Wabblies main organizing issues were the free speech fights, strikes and protests for better wages and living conditions for the farmworkers. Even though the Wabblies' unionizing attempts of the farmworker struggle was of a brief duration, there was a significant impact among the farmworkers to create a comradeship amongst themselves. The demise of the Wabblies in the farmworker movement to try to organize other industrial unions, was largely due to the fact that they spread themselves too thin and the members of the IWW generally were unemployed, as the result of the depression of 1913-1915 which was especially heavy in California.

Efforts to organize farmworkers included the Trade Union Unity League (TUUL) which was formed under the auspices of the Communist Party. These efforts by the TUUL were severely hampered by the revival of California's Criminal Syndicalist Law which was used to jail about 500 Californians between 1919 and 1935.

Thirty years later (1965) Cesar Chavez launched an organizing campaign which gave rise to the AFL-CIO United Farm Worker's Organizing Committee. Five years of intensive struggle with growers, the teamsters, and the Police, the Committee had won its first major battles in the field. On July 29, 1970 growers from 26 different ranches and the UFW signed a historic table-grape agreement representing more than 7,000 workers.

As a result of organizing, farmworkers' working conditions have improved and now farmworkers are eligible for unemployment insurance. Issues still unresolved include substandard housing, under employment, low annual incomes, and worker dissatisfaction with labor contractors.

THE CALIFORNIA AGRICULTURAL LABOR RELATIONS ACT

The enactment of the C.A.L.R.A. in May, 1975 established the machinery by which workers can select union representation of their choice. For several years workers have been siding with either the U.F.W. or the Teamsters for work contracts, however, nothing official protected the voting rights of farmworkers. The law provides a framework for joint resolution of the many complex and emotional issues that divide labor and management. Without understanding and appreciation of each others' goals and functions, neither unions nor employers can recognize areas of mutual or of conflicting interests.

WORKER DISPLACEMENT MECHANIZATION

The emergence of technology out in the fields has resulted in worker displacement. One of the greatest benefits of machines from the growers point of view is that it "won't strike", it will work when they want it to.

Tomato sorters, lettuce and grape harvesters, electric eye sorters have and are being developed to replace farmworkers in the fields.

The research is being conducted through the U.C. system - chiefly the University of Davis.

Since the harvest was mechanized in 1965, the number of tomato farmers in California has dropped from 4,000 to 597.

A recent article in the Los Angeles Times indicated that the introduction of harvesting machines in the agricultural fields would result in the loss of 123,000 farm labor jobs over the next decade. Between 1960-1970 for example, seasonal farm labor requirements diminished 30 percent.

Sophisticated machinery has already been implemented for many farm crops that were formally labor intensive: cotton, tomatoes, pruning, etc. A new computer assisted tomato picker, for example, has displaced thousands of laborers. Machine pickers which used to require 21 operators now require only five.

Richard Johnson a social worker with the Farmworker Services Center in Yolo County affirms that the introduction of an electronic tomato sorter in 1976 was responsible for the loss of 1,500 jobs. Cesar Chavez, leader of the United Farmworkers of America has claimed that at least 400,000 workers have already lost their jobs due to mechanization.

There is sufficient reason to believe that research in machine technology will continue and remain a high priority to public and private agribusiness interests. Michael Linfield lobbysit of UFWA recently called attention to the mechanization of tomato and lettuce as only a start. He added that 29 mechanization projects are now under way. As indicated by Marc Fay Jr., a farmer from Knight Landing near Sacramento, mechanization is going to happen whether the University of California is involved or not.

The social problem which emerges from all of this remains the question of employment and retraining for those farmworkers who undoubtedly will become statistics in this technological phenomenon of the 1970's and 1980's.

With the farmworker contributing to the increased jobless rate of the state we can expect increased social costs to tax payers. Without retraining, the farmworker will represent a burden to society. It has been estimated that a reduction of one-half to one-third of the state's farm labor force would cost taxpayers about $2.2 billion in welfare payments and services. Assemblyman Art Torres from Los Angeles (LD) has said that mechanization could be expensive to the state and to counties through the increased use of such programs as Aid to Families With Dependent Children, Unemployment Insurance, Medi-Cal and general relief. Torres also went on to say that there could be an impact on city dwellers as farmworkers come to the cities looking for employment.

ADULT FARMWORKER RETRAINING

Efforts to re-educate and retrain adult farmworkers for new jobs has been at most haphazard and minimally effective. Assistance to farmworkers began after passage of the 1964 Civil Rights Act. Since that time several federal and state programs have been made available to the adult farmworker for retraining. From the late sixties until 1973 the Office of Economic Opportunity administered the Migrant and Seasonal Farmworker Programs under Title III Section 303 of the O.E.O. Act. In December, 1973 Congress transferred the Migrant and Seasonal Farmworker Program to the Department of Labor. In 1976 a total of $62.3 million was appropriated for farmworker programs under the authorization of the Comprehensive Employment Training Act (CETA). This amount represents an increase of approximately $22 million since the transfer of programs took place in 1973. Of the total allocation in 1976, 34 percent of $21.2 million was spent on adult classroom training. Of the 245,000 served with the entire allocation a mere 16,000 farmworkers settled out of agricultural labor and into new jobs. A 1977 Department of Labor report states that those farmworkers who settled out entered jobs ranging from skilled trades to technical positions in the medical field. If the cost per participant is calculated purely on the basis of placement on a new job, the effectiveness of the program must certainly be questioned.

Training leading to new jobs, is the only criteria being used to evaluate classroom training and other methods of occupational training.

At the adult level these programs have concentrated on developing academic and vocational skills and have failed, for the most part, to deal directly with factors that sustain low expectations, aspirations, and self-concepts. Others including Lujan (1972) have criticized these programs as irrelevant and superficial at best. In his testimony before the Committee on Education and Labor House of Representatives (1972) he pointed to the total mismatch between the curriculum and goals of the institution and the needs and wants of the adult farmworkers. It is these factors which contributed to the high recidivism rate of farmworkers, which for the most part lead the farmworker to conclude that these programs are useless. We must understand that stipend programs worth millions are not meaningful to the farmworker because, like migrating, they have lead nowhere. The farmworker uses these programs in the name of survival.

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WORLD OF WORK INSTRUCTOR NOTES

UNIT #3

THE ECONOMIC AND SOCIAL OUTLOOK

Choices in occupation in the next decade will be made in an environment in which the labor force is expected to grow slowly. For example, the labor force increased by nearly 2 percent a year between 1968 and 1972, and a growth rate of this dimension is projected to continue in the 1970's However, labor-force growth is expected to decrease to a 1.2 percent annual rate in the 1980-85 period because of declining birth rates 15 to 20 years earlier. As a result of a lower birth rate goods and services production will slow down in the future. The Gross National Product (GNP) growth rate from an estimated 4.6 percent annually in the 1970's will drop to a 3.2 GNP percent annual rate in the first half of the 1980's.

The slowly growing labor force in the next decade will reap the benefits of continuing technological change and productivity growth. These developments will often eliminate specific jobs, or reduce the numbers employed in them, or change their duties and skill requirements; in other situations, they will encourage the development of new occupations. The appearance of the computer programmer in the past two decades and the changes in employment in the printing trades are instances.

Earnings of full year workers will increase from $9,945 in 1970 to about $15,000 in 1985. It follows that annual man-hour per worker are projected to decrease slightly.

The productivity gains, and their result of manpower needs, are unlikely to be evenly distributed between economic sectors. The gains in agriculture, for example, are projected to amount to double the average rate for the overall private economy. High productivity of agricultural products combined with increased technology is the basis for anticipation that farm occupations will constitute the one group in which employment is projected to decline, a decline estimated at almost a million between 1970-1985.

Estimates derived from productivity growth (GNP) and U.S. Department of Laobr's Bureau of Labor Statistics projections imply an unemployment rate of 4 percent in 1980 and 1985.

JOB OPENINGS: 1970 TO 1985

The 123 occupations included in the study are expected to generate an annual average of 2.75 million job openings in 1970-1985. Sixty percent of the openings are projected to occur in white collar fields.

The largest single group of job openings will be for clerical workers, a field overwhelmingly made up of female employees. The next largest are in a variety of more or less skilled service fields, including personal services, health services and protective services.

Slightly more than 900,000 of the job openings anticipated annually between 1970 to 1985 are estimated to arise from employment growth, and the remainder, about 1.8 million, from the replacement of attrition losses. Individual occupations differ markedly in the relative importance of growth as compared with attrition. For example, 3/4 of the openings for engineering and science technicians, excluding subcategories listed separately, are expected to arise from employment growth. Nearly 80 percent of the projected openings for bookkeepers, to cite another instance, are projected to come about because of attrition. Employment growth is typically the dominant element in new occupations, in occupations concentrated in rapidly growing industries, often public service industries, and in fields heavily influenced by technological advance.

Women and non-whites are frequently unrepresented in the occupations paying substantially less than the national median.

Although employment opportunities for non-whites (Chicanos, Blacks, Puerto Ricans, Native Americans, Asians) is protected by legislation, education and affirmative action programs, it is a fact that the barriers continue to exist.

Women and non-whites will make up a more rapidly growing component of the labor force than men or whites in the coming decade. The rate of labor force growth is expected to be considerably more rapid for non-whites than for women. (Lecht, 1977)

Women and non-whites share similar problems in the labor market. Their unemployment rates are higher than those for men or whites. In 1975, to cite some recent history, the unemployment rate for women was 9.3 percent as compared with 7.9 percent for males, and the corresponding percentages by race were 13.9 percent for non-whites and 7.8 percent for whites. Because of their concentration in lower-paying occupations, members of the two groups who work for a full year earn considerably less than whites or males. (Lecht, 1977)

Three-fourths of the women and over half of the non-white full-year workers in 1970 were employed in occupations that paid about $2,000 or more below the economy-wide median for all year-round workers. Only 7 to 8 percent of the women or non-whites were at work in fields that paid $2,000 a year or more than the median. Non-whites fared somewhat better in their earning record in the occupations considered than women. For instance, more than half the women but only about one-fourth of the non-whites were employed in one of the low-paying groups, the $6,000 to $8,000 group. The predominance of women in the under $8,000 group was more than 3.5 times that of the men while the proportion of non-whites in this group was 1.3 times greater than the comparable figure for whites.

Much of the low-earning record of women is attributable to the high concentration of their employment in clerical fields, a white collar group, rather than in the least skilled occupations.

Greater than average educational attainment levels in clerical occupations are often associated with low earnings. For example, more than 90 percent of the secretaries employed in 1970 had completed high school or had some college education. Yet, the median earnings of secretaries who worked a full year were slightly less than $6,900 (in 1973 dollars) or about $3,000 less than the economy wide median.

Many of the significant developments in the affirmative action programs have taken place in the past few years. The 1972 Equal Employment Opportunity Commission (EEOC) guidelines on discrimination because of sex under Title VII of the Civil Rights Act, are instances. However, there is little evidence that the passage of these guidelines has changed the occupational make-up of women and non-whites.

By 1985, there are expected to be nearly 50 million women and male non-whites in the labor force. The implications of the modest expansion in career opportunities indicated by the recent shifts in occupational representation, or the projections for 1985, point to a gap between aspirations and reality. Our aspirations stress increasing opportunities by substantially lessening, if not removing, discrimination barriers based on sex or race. The reality is that the shifts have been slow, somewhat more so for women and less so for non-whites.

The traditional method of creating jobs is through growth in the economy at an average rate of 2 to 2.5 million new jobs a year; at this rate, supply has no chance of catching up with demand.

For long-term prospects for training more women or non-whites to prepare for more desirable job opportunities in new fields will be bounded by the willingness of employers to hire the graduates of the programs in fields related to their training.

The impact of the Bakke Reverse Discrimination suit should be of concern to women as well as non-whites. Although race may be considered in evaluating admission qualifications to professional schools and employment, the elimination of racial quotas may certainly be harmful to affirmative action programs.

PERSONAL AWARENESS AND SELF ASSESSMENT INSTRUCTOR OUTLINE

UNIT #4

I. Personal interests, attitudes and preferences

   A. Values clarification

      1. Religion
      2. Personal honesty
      3. Equality
      4. Other

   B. Traditional ways of developing values

      1. Setting an example
      2. Persuading and convincing
      3. Limiting choices
      4. Inspiring
      5. Rules and regulations
      6. Cultural or religious dogma
      7. Appeals to conscience

   C. The conflicting two-sided values we all have learned

      1. Too much information
      2. Too many different life styles
      3. Too many cultures
      4. Points of view and models

   D. The values clarification approach

      1. It's a way of thinking
      2. It's an outlook based on trust, understanding, suspended judgment and the belief that if people are taught a process of valuing, they will choose wisely.

E. Valuing technique

1. Twenty things you love to do

2. Values grid

3. Values voting

4. Rank ordering

5. Public interview

6. Time journal

7. Proud whip

F. Six stages of moral development grouped into three levels

1. Preconventional level

a. Stage 1

b. Stage 2

2. Conventional level

a. Stage 3

b. Stage 4

3. Post conventional or principled level

a. Stage 5

b. Stage 6

II. Awareness of one's own strong and weak abilities/skills

A. Goals

1. What do you want to accomplish before you die?

2. What is your life's "mission" as you perceive it?

B. Skills

1. An inventory of skills you presently have; things you do well and enjoy

2. This inventory needs to be taken in terms of basic units - building blocks

C. Time Lines

1. What time spans are built in to present decisions, e.g., if

school is demanded, how many years before you get out?

2. What risks are built into present decisions?

D. Who's in control?

1. What is controlling your planning? accident circumstances, the stars, the system, your family, or others?

2. How passive or active do you want to be about it all?

III. Skills - Increasing levels of skills

A. Data

1. Synthesizing
2. Coordinating
3. Analyzing
4. Computing
5. Copying
6. Comparing

B. People

1. Mentoring
2. Negotiating
3. Supervising
4. Consulting
5. Coaching
6. Exchanging information
7. Taking instructions, helping, serving

C. Things

1. Precision working
2. Manipulating, operating, controlling
3. Handling
4. Tending

The lower the level of the skills, the more the skills can be prescribed and measured and demanded of you. The higher the level of the skill, the less the skills can be prescribed and measured, and the more you will be free to carve out a job in the shape of you.

The higher the level of the skill either with People, Data, or Things, the less these kinds of jobs are advertised or known through normal channels; the more you'll have to find ways of uncovering their existence. The higher your aim in a job, the less people you will have to compete with.

IV. Awareness of personal needs as they relate to employment
  A. People want more than just money - satisfaction from the job
    1. Psychological satisfaction
    2. More opportunities to learn and grow
    3. More chance to exercise to the fullest your talents and skills
    4. More possibility of accomplishing something worthwhile
  B. More control on the job
    1. People want more control over the decisions in the workplace
    2. More freedom to set the pace of your own work, to control your own hours and schedules
    3. To have more leisure
  C. Men report higher levels of satisfaction
    1. Better opportunities
    2. More freedom at the workplace
    3. Higher degree of participation in decision-making
    4. Better chances of promotion and monetary rewards
  D. Disatisfactions - Ranked in the following order
    1. Low pay
    2. Lack of advancement opportunity
    3. Lack of praise received for doing a good job
    4. Amount of information they were given about their job performance

5. One-half of the people in the survey think that getting ahead in an organization depends more on whom you know than job performance.

E. Most satisfying aspects of the job

1. Friendliness of fellow workers
2. But in terms of most important aspect of the job, it was self growth, including opportunities to develop their skills and abilities to learn new things and to accomplish something that would make them feel good about themselves.
3. Two-thirds of the sample indicated that they would not change jobs just for the money, but what was more important was the actual interest of the work itself.
4. However, about one-half indicated they would not take a more interesting job if the salary was lower than the present pay scale.
5. Those least likely to take a pay cut for more interesting work were divorced women (55%), widows (47%), women living with someone (47%), and married men (49%).
6. The survey suggests that people have in mind a level of compensation they consider adequate for them. If their pay falls below this level, then money becomes more important than interesting work.

F. Who plans to change jobs most?

1. Though women tend to be more dissatisfied than men, they are inclined to make a change in the next 5 years.
2. Almost 40% said they had "happened" into their occupation by chance without deliberation.

3. 16% reported that they had settled for their present occupation because they couldn't get a job in another occupation they preferred.
4. Only 23% were working in their occupation of choice.
5. It was the semi-skilled who expressed the strongest feelings about being trapped and thought it would be very difficult to find a job equal to their present one.

G. How one copes with job's pressures

1. Women felt that the job is becoming just as important for their identity as it is for the men.
2. People appear to make a conscious effort to separate home and work. 70% said they like to keep the two separate.
3. The next most used method for coping include, eating, day dreaming, and buying something for oneself. Women are more likely than men to use all three methods.
4. Managers and executives are somewhat more inclined than others to drink after work.
5. Foremen and skilled workers are more likely to use drugs on and off the job.
6. The younger the person, the more likely he or she is to use drugs as a means of coping, including tranquilizers, amphetamines, and marijuana.

H. The old and traditional work ethic

1. Although women seek the psychological satisfaction of work nowadays, this does not spare the women from the traditional household chores.

        - a. the younger the woman the more likely she was to report that the household work is shared equally - a sign that may be coming, though slowly.
        - b. the reports of the death of traditional sex roles are greatly exaggerated.
    2. 82% of the sample opposed a program on affirmative action that would give preference in hiring to women or members of minority groups if their qualifications were not as good as those of other applicants.
        - a. complaints about discrimination were most numerous among women, blacks and the young.
    3. It was common to find that those who themselves have been discriminated against lack sympathy for affirmative action.

V. How do jobs affect our lifestyle?

- A. People are experiencing a withdrawal, an emotional detachment from the job while at the same time, insisting upon a steady increase in pay and fringe benefits to compensate for the job's lack of appeal.
- B. Work and old values
    1. A sense of self esteem and conviction of one's worth as an individual.
    2. Clear cut sense of identity.
    3. The ability to believe that one's actions make sense to others as well as to oneself.
    4. A set of concrete goals and values.
    5. Feelings of potency and efficacy
    6. Enough stimulation to avoid boredom
    7. A feeling that one's world is reasonably stable
    8. Overall sense of meaning and coherence in one's life.

C. Consequences of the old value system

1. If women could afford to stay home and not work at a paid job, they did so.
2. As long as a job provided a man with a decent living and some degree of economic security, he would put up with all its drawbacks because it meant that he could fulfill his economic obligations to his family and confirm his own self esteem as breadwinner and good provider.
3. The incentive system - mainly money and status rewards - was successful in motivating most people.
4. People were tied to their jobs not only by bonds of commitment to their family, but also by loyalty to their organizations.
5. Most people defined their identity through their work role, subordinating and suppressing most conflicting personal desires.
6. A job was defined as a paid activity that provided steady full-time work to the male breadwinner with compensation adequate to provide at least the necessities, and, with luck, some luxuries for an intact nuclear family.

D. New Breed values

1. The increasing importance of leisure
2. The symbolic significance of the paid job
3. The insistence that jobs become less depersonalized

E. Seeking New Breed alternatives

1. First of all the workplace in America is among the most conservative of our institutions.
    a. it is highly resistant to change

   b. self fulfillment is enjoyed by top executives, but all other employees are expected to perform to a rigid rule of group behavior.

2. New Breed managers will have to be sensitive to the new values which are emerging in the workplace.

INSTRUCTOR NOTES UNIT #5

Overview of Types of Occupations and Services in the Agriculture Cluster

Definition Of The Industry

A definition of the occupations in the agriculture cluster would be a profession which can no longer afford to remain as it once was. The consumer's demands and expectations have brought forth a new era in the profession. Mechanization of the tools and modernization of the techniques are here now. The skills required of those who work in these occupations must grow to insure that agriculture remains a viable employment opportunity for them.

Uniqueness Of The Industry

Farming is done in almost every county of the nation. About one third of all farming in the U.S. is done in nine states and farming has become a highly technical and very specialized endeavor. These changes have increased a need for highly skilled, well educated technicians. These advances are continuously and seriously reducing job opportunities for unskilled and/or uneducated laborers.

How Does The Service Affect The Consumer

New knowledge in farming methods, disease control and quality control are important factors in the growth of the industry. This tends to increase demand for farm product and to reduce prices for consumers. The agricultural industry is heavily regulated by the government. Many of the available occupations of the future will be regulatory type jobs. These include various inspectors of imported products as well as quality control specialists. Also the more technical occupations work closely with federal and state regulatory agencies to promote and enhance quality of agricultural products and services.

How Does The Service Affect The Quality Of Work

The success of modern agriculture lies with the quality of the product. More and more the consumer has come to rely on the availability of quality agricultural items. This is best reflected by the sharp increases and continuous growth of the product inspectors and quality control technicians. The quality of the product is reflective of society's needs in general. The majority of the occupations in the agriculture cluster require much related experience.

How Does The Service Affect The Employment & Services Rendered To The Chicano Community

Very clearly the Chicano, who traditionally and historically has been associated in a union with the land has a very unique opportunity in this occupational cluster. Because these occupations are becoming mechanized so rapidly and all indicators are that they will continue to do so, the Chicano must look to the future and begin to prepare for the changes in agriculture which modernization will surely bring.

Discussion Of Similar Characteristics In The 10 Agriculture Occupations

1. SALARIES - Depend on experience in related occupations. Salaries for the more technical jobs are dependent on experience as well as education.
2. DUTIES - Duties vary with the different occupations. Most jobs are similar however. Responsibility for a particular job will depend on the experience and/or education of the person employed.
3. SETTING - Many of the skilled occupations are with the federal or state government. Much time is spent outdoors and in laboratory settings. The work can be long and physically demanding.
4. TRAINING - With the modernization of agriculture, the skill level necessary for those interested in these occupations is increasing. In many occupations, a college degree is necessary, while for others, experience is the most important factor.
5. OUTLOOK - The outlook for the more technical, higher-skill occupations

is very good and available jobs are expected to increase. However, for the less technical positions, the outlook is not as bright. Availability of jobs will be dependent primarily on retirement and people leaving the field for other employment. For example, the University of California extension service is faced with a 33% turnover primarily caused by the retirement of persons hired after World War II.

6. WORKER CHARACTERISTICS - Persons interested in this field must enjoy working outdoors. They should be in excellent physical condition and they must be willing to work long hours in various situations. They must also have full use of their hands and good hand-eye coordination. An added requirement due primarily to the increased educational requirement is the ability to express themselves verbally and in writing.

7. RELATED OCCUPATIONS - Related jobs include the following:

Horticulturist
Animal Husbandry Specialist
Botanist
Automobile Mechanic
Machinist
Quarantine Inspector
Public Health Inspector
Agronomist
Enologist
Viticulturist
Forester

INSTRUCTOR NOTES UNIT #6

Overview of Types of Occupations and Services in the Manufacturing Cluster

Definition Of The Industry

A very necessary and important job cluster for the nation's economy. Most occupations are affected by the ups and downs of the economy and as such the outlook for new jobs is good in the energy industry.

Uniqueness Of The Industry

Manufacturing is a big part of this nation's economy. We use things that have been manufactured in almost everything we do. The processed foods we eat, the shoes and clothes we wear, the cars we drive and the instruments we play are all made in manufacturing plants. The consumer benefits most from manufacturing.

How Does The Service Affect The Quality Of Life

The occupations in the manufacturing cluster are very important to the quality of life. Manufacturing provides many jobs for the nation. As much as 25% of all employment in industrial jobs are in the manufacturing cluster.

How Does The Service Affect The Employment & Services Rendered To The Chicano Community

Manufacturing is a very important and viable employment outlet for Chicanos, both in labor and skilled areas. However, increased education and skill improvement can qualify persons for higher paying jobs in this industry. Even though the job outlook and employment growth rate is not expected to be good for the next ten years, there is still a need to replace workers who leave their trades. Also, a few businesses will be expanding and some new businesses are expected to come into existence. Manufacturing dealing with the production of energy offer the best employment opportunities. In general, most jobs do not require formal education or training. Experience is very important because it makes the worker more valuable. The more highly skilled positions may require some formal education.

Discussion of Similar Characteristics In The 10 Manufacturing Occupations

1. SALARIES - Depend primarily on the experience and the skills of the employee. An apprentice will earn much less than an experienced, highly skilled craftsman.
2. DUTIES - The duties vary with the different occupations. They may range from common laborer duties to job supervision or independent craftsman.
3. SETTING - Also varies with the different occupations. Setting may range from a warm, well-lighted, pleasant environment, to a cold, dirty, and unpleasing job site.
4. TRAINING - For most jobs in this cluster, formal education is not a requirement. Experience on-the-job and skills are the most important variables here. The higher paying positions may require a formal education.
5. OUTLOOK - The overall job outlook is not expected to be very good for the exception of energy products in the next ten years. Replacement of workers who will leave their trade, will provide additional jobs in this cluster.
6. WORKER CHARACTERISTICS - A person must be strong and in good physical condition. They must have good eyesight, good coordination of eyes and hand movement and be very skilled with their hands and fingers. Patience, confidence and concentration are also important.
7. RELATED OCCUPATIONS - Related jobs include the following:

   Goldsmith

   Silversmith

Engraver

Designer

Chainmaker

Sheetmetal Worker

Steel Worker

Tool and Die Maker

Etcher

Photographer

Furniture Designer

Photoengraver

Electrician

Book Binder

Plate Maker

Tailor

INSTRUCTOR NOTES UNIT #7

Overview of Types of Occupations and Services in the Marketing and Distribution Cluster

Definition Of The Industry

Occupations in this industry are primarily service oriented. The jobs offered include wholesale food distribution, foreign trade, and management. The demand for skilled workers in this industry is expected to grow through the 1980's. Since many of these jobs are new, the demand for highly competent and skilled workers is increasing.

Uniqueness Of The Industry

Marketing and distribution are an important part of everyday living. Workers in this field insure that the products and goods we use are available at all times. Distributors sell their products in different stores where consumers buy them.

How Does The Service Affect The Consumer

Through advertising, distributors inform the public about their products. This is done to get the customer to buy their products from the stores, which in turn, buy more products from the distributors as the need becomes greater.

How Does The Service Affect The Quality Of Life

The availability of consumable supplies such as food and energy in a timely fashion is of utmost importance to the consumer. The lack of these products such as fresh bread, dairy products and gasoline would certainly have an adverse affect on the quality of our daily lives.

How Does The Service Affect The Employment & Services Rendered To The Chicano Community

Today, the American economy is a service economy. Almost half of the people employed in the United States are working in jobs where a service is offered.

Our service economy is important in that it creates an opportunity for exciting new jobs. The recently discovered oil and gas in Mexico coupled with the United States' interest in acquiring these products should create a positive employment outlook for Chicanos with bilingual and technical skills.

Discussion Of Similar Characteristics In The 5 Marketing & Distribution Occupations

1. SALARIES - Wages and salaries are generally very good in this industry. Experienced employees can expect relatively high paying salaries with larger companies.
2. DUTIES - Are as varied as the occupations in the cluster. Most jobs are concerned with the needs of the consumer client.
3. SETTING - Work settings are usually comfortable and pleasant. Jobs can be found both in private industry and with both federal and state agencies.
4. TRAINING - With few exceptions, a college education is a necessary first-step to a successful future in these occupations. The learning of a foreign language may be a useful tool for upwardly mobile employees.
5. OUTLOOK - The outlook is very favorable and appears to be getting better. Many new jobs are constantly being created to better improve services to the consumer.
6. WORKER CHARACTERISTICS - The ability to work well with others is a crucial characteristic, as is the ability to direct and manage.
7. RELATED OCCUPATIONS - Related jobs include the following:

    Assistant Buyer
    Export Manager
    Field Representative
    Advertising Manager
    Sales Manager
    Copy Writer
    Salesperson
    Fashion Coordinator
    Copy Person

INSTRUCTOR NOTES UNIT #8

Overview of Types of Occupations and Services in the Consumer and Homemaking Cluster

Definition Of The Industry

As a customer-oriented occupation cluster, these occupations specialize in personal services to the consumer. Moreover, they enhance the quality of life by facilitating the daily activities of the consumer/client.

Uniqueness Of The Industry

The consumer occupations make up one of the largest and fastest growing occupational groups in the nation's labor force. These jobs provide direct services to the nation's consumers. Most of the skills for these occupations can be learned while on-the-job. While no formal education is necessary to begin in these occupations, advancement is usually limited to those with formal training.

How Does The Service Affect The Consumer

The consumer occupations are intended to serve the varied needs of the customer and to improve the quality of life of the consumer. In this capacity, these workers work at making the leisure and daily activities of the consumer more efficient and pleasant.

There is little government regulation of these occupations except for those in the food and health areas, where because of close consumer or customer contact, it is necessary to insure a level of quality to the consumer.

How Does The Service Affect The Quality Of Life

The quality of life is greatly enhanced by these occupations. With increasing leisure time, the consumer is spending more time and money away from home and in the public where he/she is apt to come into contact with persons in these occupations. Life is made more pleasant and hassle-free.

Discussion Of Similar Characteristics In The 10 Consumer & Homemaking Occupations

1. SALARIES - Range from the minimum wage to the middle income range of around $14,000-$20,000 per year. In a highly specialized occupation, such as chef with a nationwide reputation, salaries can be very lucrative.
2. DUTIES - Depend on the particular job. However, the occupations are intended to serve the consumer in an efficient and pleasant manner.
3. SETTING - Most occupational settings are quite pleasant. However, because of the nature of the service to clients, the hours can range from a few weekly to more than 50 hours per week. Also a person in most of these occupations can expect to work late at night, on weekends and on holidays.
4. TRAINING - Most of these occupations do not require any formal training upon entrance. However, for purposes of advancement, it is necessary to have advanced skills and preparation.
5. OUTLOOK - Overall, the outlook is about average in relation to other occupational clusters. However, some jobs such as chefs or homemaker-health aides will be much in demand in the future. Others such as bakers and bartenders will be reduced by the introduction of new technology.
6. WORKER CHARACTERISTICS - Because workers in these occupations work so closely with the consumer and for the customer, good health is extremely important. Also a person in these occupations should have a pleasant disposition and get along well with people.
7. RELATED OCCUPATIONS - Related jobs include the following:

   Nutritionist
   Fashion Consultant
   Farm Advisor
   Counselor
   Nurse
   Social Worker
   Caretaker
   Personal Attendant
   Cake Decorator
   Store Manager
   Grocery Clerk
   Waitress
   Bar Attendant
   Electrician
   Cashier
   Maitre d'Hotel

INSTRUCTOR NOTES UNIT #9

Overview of Types of Occupations and Services in the Public Service Cluster

Definition Of The Industry

Public Service occupation is one in which the person provides centralized direct or indirect service to a community and which is financed through tax dollars and delivered through public agencies whose main objective is to improve the quality of life of its residents.

Uniqueness Of The Industry

The economy is increasingly becoming service oriented in nature. Services are paid by the taxes collected from the people and are provided by government, state, county and city agencies, such as H.E.W., Postal Service, Armed Services.

How Does The Service Affect The Consumer

It has provided either direct service to the consumer in a personal way, i.e., someone at the employment office speaking directly to you in seeking employment. It also is provided in an indirect way, i.e., the fire department, environmental services, police, etc. It would be impossible to afford these services on an individual basis. Example - The individual consumer cannot afford to pay for fire protection, schools, roads, parks, or dams.

How Does The Service Affect The Quality Of Life

All public agencies are regulated by the government. For example, Comprehensive Employment Training Act (CETA) is federally regulated and roads are regulated by Caltrans, a state agency, county parks are regulated locally, because they are vital to the public interest. Public Service builds, promotes, and sustains services needed for a society to improve the quality of life among its citizens. By maintaining schools, courts, and other governmental agencies, Public Service helps promote the values and customs of the dominant culture. Public Service services are provided in any community, whether large or small, and they affect the lives of all inhabitants. Public Service employment allows the interested individual the opportunity to choose where s/he wants to live and work.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

Historically, Public Service employment has been most sensitive to the needs of minority persons, and therefore minority people have come to rely on public services as a viable employment option. However, recent legislation such as Prop. 13 in California may have a limiting affect on future public service employment for minorities. The need for these services are determined by public policy - for example, bilingual (Spanish-English) education or ratio of teacher to students, may be the result of citizen demands or voter action.

Discussion Of Similar Characteristics Found In The 10 Public Service Occupations

1. SALARIES -

   Public Service positions have good pension plans.

   Guaranteed incremental raises on an annual basis.

   Benefits including health insurance, sick leave, vacation leave.

   Generally these jobs afford a decent salary at about $14,000 and with experienc this increases for the exception of building maintenance workers.

2. DUTIES -

   Greater mental capacity is required.

   Interpersonal relation skills are required for most public service jobs.

   Those requiring property protection require more (environment) physical labor, i.e., police, fireman, maintenance.

   Demands reading and writing skills in keeping track of services provided, etc.

   Operation of office machines including communications equipment, i.e., telephone, computer, calculators, typewriters.

3. SETTING -

   Usually these people work in an office.

Public facilities are usually well ventilated and clean, with restroom facilities readily available. Pleasant - Heated during cold weather. Usually located in central location downtown in the business sector. All these occupations require casual but neat dress because they deal with the public and must maintain image of the agency. This does not apply to maintenance custodian - Uniforms are required by police, firepersons, and maintenance and usually have to be purchased by the individual.

Most of the occupations are not hazardous, however, there are exceptions to the rule, such as police and firefighters, who may be subject to life or death situations.

4. TRAINING -

High school diploma (minimum) is required of all occupations except maintenance, but it is desirable to obtain an A.A. degree or B.A. degree. Others require a B.A. or above to meet requirements.

Social science backgrounds are most helpful since psychology and sociology are skills used on the job.

These occupations generally require specialized training, i.e., police academy, lawyer's must pass state bar to practice, teachers must have teacher training prior to actual unsupervised teaching.

5. OUTLOOK -

Although the number of job openings for professional level occupations are not increasing, positions can still be obtained. Because a greater number of people are qualified for and seeking these positions, individuals may have to accept positions in towns or cities which are not their primary preference. In addition, they may have to be flexible and take positions in related fields.

Specialists in these occupations tend to have greater choice and opportunity.

Demand for public service occupations can be highly variable depending upon local, state, and federal public policy, e.g., Prop. 13. Services for groups with needs that have been neglected in the past should provide an increase in some Public Service openings (e.g., bilingual teachers, counselors, community action lawyers).

Lower level Public Service occupations should continue to be in high demand with many openings available.

6. WORKER CHARACTERISTICS -

Good command of language skills.
Able to work with and enjoy people
Accept responsibilities
Work independently
Patience
Care about people and their needs
Good judgement
Enjoy working with their minds
Have a sense of fairness
Want to increase personal knowledge and skills
Good physical and mental health
Personally confident
Well organized

In short, Public Service workers should be personable, able to relate to and care about the people they serve, and have a desire to help meet the needs and wishes of their clients.

7. RELATED OCCUPATIONS - Any occupations in local, state, or federal government or agencies are related to Public Service occupations. These jobs are funded through tax monies and provide direct or indirect services to the general public. For example, Public Service occupations can be found in the following agencies:

Public School Systems
Local, state, county, federal governments

Welfare Department

Legal Aide

Police Departments

CalTrans

State Agricultural Department

University of California

State Employment Development Department

United States Armed Forces

INSTRUCTOR NOTES UNIT #10

Overview of Types of Occupations and Services in the Personal Service Cluster

Definition Of The Industry

Personal Service occupations provide a needed service to the community they serve because they are profit oriented. The need for these services is dependent on and controlled by the desire of the community to have these services.

Uniqueness Of The Industry

Personal service occupations have traditionally depended on the state of the economy to maintain its stability. Personal service occupations are self-sustained. Their main purpose is to provide the necessary service to the total community while operating at a profit. The needs for personal service occupations are determined by the public they serve. As the public decides that it needs a particular service that service will be made available by an enterprising person who has the vision to forsee the need.

How Does The Service Affect The Consumer

Personal services provide a direct service to the consumer in a personal matter. Personal services exist in a buyers market. Thus, they must be competitive to lure the customer. Generally, prices for services in this cluster are affordable to the average person.

How Does The Service Affect The Quality Of Life

Personal services are regulated by the state. This is necessary to ensure proper delivery of services to the customer and to ensure a measure of safety for society in general. For example, the mortician must serve a two-year apprenticeship and pass a state licensing exam. A cosmetologist is required to train with a state approved cosmetology school and must pass the state exam before being licensed to practice. Personal service occupations build, promote and sustain services necessary for society to function more efficiently. The type of personal services available is indicative of the values and customs of the society, e.g. car salesmen are necessary in this society because it is an important cultural trait that each individual own an automobile. Personal services are available in all communities whether larger or small and affect the daily lives of each individual.

How Does The Service Affect The Employment and Services Rendered To The Chicano Community

Personal service occupations have much to offer the minority person, especially if s/he is bilingual. With a continued growth of the population and immigration of Spanish speaking people a bilingual person will be increasingly in demand.

Discussion Of Similar Characteristics In The 10 Personal Service Occupations

1. SALARIES - Personal service occuaptions have few pension plans. Very few benefits, if any, are available. Union members earn more than non-union members. Some businesses pay bonuses for a job well done. Salaries may be on a commission basis with a guaranteed minimum wage during training.
2. DUTIES - Personal service occupations require specialization. They require contact with the general public. Most require a minimum of high school diploma or its equivalent. Personal service occupations require examination and licensing by the state. Further opportunities will not be as readily available as they have been in the past. Duties vary with the occupation.
3. TRAINING - A minimum of a high school diploma is required for all occupations except guards and watchmen. On-the-job training is available. Others require state examination and licensing. These occupations generally require specialized training. For example, mortician school, beauty school, barber school, etc.
4. SETTING - Can work in well-lighted, comfortable shops. Some may be hot and humid. Most work indoors but some jobs do require outside work. A person may work alone and at odd hours. Much time may be spent standing or waiting for customers. Some may be required to work more than 40 hours

per week. Most of these occupations are not hazardous except for guards and watchmen, who may be subject to life and death situations.

5. OUTLOOK - Although a number of job openings are not increasing, positions can still be obtained. Specialization and new skills in some fields such as barbers and beauticians will increase a demand for these skills. With the increases in the crime and growth of business and industry, guards and watchmen are expected to grow proportionately. Car salesmen and insurance agents or brokers are expected to remain above level. However, there will be more work available for those already in the field.
6. WORKER CHARACTERISTICS - Workers must be dependable and willing to work hard. In some cases they must work well with their hands. The worker must have good physical stamina and must be able to get along well with people. A worker must be willing to work late hours, on weekends and on holidays. They may be required to stand for long hours. In the case of insurance and car salesmen they should be tactful, well-groomed, and able to express themselves clearly. They must also be self-confident and determined even during periods of few or no sales.
7. RELATED OCCUPATIONS - These occupations are as closely related to occupations which protect and preserve lives and property. Other related occupations include:

Police Work
Deputy Sheriff
Security Officer
Private Investigator
Coroner
Hospital Attendant
Nurse

INSTRUCTOR NOTES UNIT #11

Overview of the Types of Occupations and Services in the Health Cluster

Definition Of The Industry

An industry that is primarily concerned with physical and mental health and well-being of people. This industry contributes to the quality of life by providing health services to all, by educating the public, and by providing jobs for the community.

Uniqueness Of The Industry

The entire field of health is concerned with the well-being of humans who have physical and mental needs. High quality medical attention is becoming more important to people today. The increase in pre-paid health programs and the growing population have also increased the demand for health care services and workers. While only part of the health occupations are regulated by the government, most of these occupations are carefully regulated by the A.M.A. - American Medical Association.

How Does The Service Affect The Consumer And Quality Of Life

Health occupations assist people live longer by educating them, and thus motivating people to take better care of themselves. The community education programs and the increase of professional services are available to the public and have made a substantial contribution to the quality of life in the community.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

The health occupations, especially with the favorable outlook for the 1980's can be a vital resource for the employment of the Chicanos. The Chicano community can also benefit from these occupations by contributing to a better understanding of health problems and the eradication of unhealthy living environments.

Discussion Of Similar Characteristics In The 10 Health Occupations

1. SALARIES - Salaries are relatively high for the entire field. Wages depend primarily on training, skills, and experience. Wages are expected to go up in the near future.
2. DUTIES - The care of the individual and the treatment and prevention of injury or disease is the primary duty of these occupations. Some occupations are direct services such as doctors or dentists. While others serve a supportive role such as dietician and nutritionist or dental technician.
3. TRAINING - The training is primarily very technical and long in duration. For some occupations four years of college and beyond is required as well as an internship. Others require completion of technical or trade school training. Most occupations are regulated and sanctioned by the A.M.A.
4. SETTING - Surroundings are usually clean and pleasant. They may work in a hospital, health clinic, or private offices. While they may work long and hard hours and can expect contact with unpleasant situations such as disease, and illness, their overall benefits outweigh the inconveniences.
5. OUTLOOK - The outlook for employment is excellent and appears to be improving. In some situations the demand will be greater than the supply of skilled persons available.
6. WORKER CHARACTERISTICS - Persons entering these occupations should be warm, patient, understanding, and have a sincere desire to help others. Stability, self-discipline, physical and emotional strength, and compassion are also very important.
7. RELATED OCCUPATIONS - The occupations are highly technical and require a high degree of skill. Related jobs include:

   Nurse
   Podiatrist
   Respiratory Therapist
   Orthodonic Technician

Hygienist

Speech Therapist

Physical Therapist

Veterinarian

Pharmacist

Dentist

Social Worker

INSTRUCTOR NOTES UNIT #12

Overview of Types of Occupations and Services in the Recreation Cluster

Definition Of The Industry

A rapidly expanding interest in recreational needs has created a renewed interest in these occupations. With the increase in leisure time, more people will be looking to these services as an outlet. The increased demand will increase job opportunities.

Uniqueness Of The Industry

People everywhere are becoming more interested in recreation. With shorter working hours there is a more leisure time available than ever before. People are spending more money than ever on recreation and recreational activities.

How Does The Service Affect The Consumer

Recreation is a consumer's industry. More money is being spent by the consumer on recreational activities such as travel, physical fitness and sporting equipment. This new interest in recreation has created a tremendous demand for additional products, services, and ideas. This in turn has contributed significantly to the economy.

How Does The Service Affect The Quality Of Life

More and more natural resources are being developed to provide beaches, parks, zoos, and camp sites for the public. Industry, church groups, and schools are including social activities and recreation as part of their services.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

The recreation services are a viable job resource for the Chicano community. With the field expanding, there will be an increased need for Spanish-speaking employees in these various fields. Also, recreational activities have always been an important part of the Chicano family and community. Thus, this renewed interest will enhance and expand what already exists.

Discussion Of Similar Characteristics In The 10 Recreation Occupations

1. SALARIES - range from the minimum allowable wage to $25,000 and above per year. Salaries depend heavily on education, experience and skills.
2. DUTIES - These occupations are a part of the people business. Thus, there is much contact with the public, serving their needs and desires for recreational activities.
3. SETTING - Both indoor and outdoor activities are the range for these occupations. Local groups, schools, and church groups are leaders in these occuaptions.
4. TRAINING - Most of these jobs require a college education or some special training.
5. OUTLOOK - The outlook continues to look very good for most of the occupations in this cluster. In some occupations however, there is an over abundance of available candidates. Increased education and experience will greatly enhance a person's chances of obtaining a job in these occupations.
6. WORKER CHARACTERISTICS - A person must be able to work well with others. They must be in good health, have the ability to supervise others, and be able to work independently. They must be able to communicate well with others also.
7. RELATED OCCUPATIONS - Related jobs include the following:

   Program Directors
   Camp Counselors
   Lifeguards
   Park Rangers
   Teacher

Professional Athlete

Coach

Administrator

Recreation Specialist

Apartment Managers

Maitre d'Hotel

Caterer

Airline Ticket Agent

Salesperson

Receptionist

Social Workers

Counselor

INSTRUCTOR NOTES UNIT #13

Overview of Types of Occupations and Services in the Fine Arts and Humanities Cluster

Definition Of The Industry

A non-service industry which provides entertainment, information, education, and visual pleasure to others. A field that allows the individual to express her/himself in their area of special interest or talent. Those who partake in this industry contribute to the quality of life in their community.

Uniqueness Of The Industry

This industry is unique in that most occupations in this cluster are very specialized. There is much competition with very few employment opportunities available.

How Does The Service Affect The Consumer

The outlook for the occupations in this job cluster are intimately tied to the cost of living. When the cost of living is low people can afford to spend money on these vocations, thus creating job availability. In times of a high cost of living, less money is spent, thus actually reducing the number of available jobs.

How Does The Service Affect The Quality Of Life

The fine arts and humanities are necessary for the quality of life in our society. While the fine arts and humanities do not provide any services, they do provide entertainment, information and visual pleasures.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

The fine arts and humanities have always been popular in the Chicano community. Ethnic music, folk dance, mural art, and theater productions, as well as television are visible indicators of that popularity in the community. Generally the overall outlook of the occupations in this cluster do not seem very promising. The outlook will depend on the economy.

Discussion Of Similar Characteristics In The 10 Fine Arts & Humanities Occupations

1. SALARIES - Beginning salaries can be very low, however, since freelance work is conducive to this field, the potential for high incomes is very good. Dancers, commercial artists, musicians, and actors and actresses, if appealing and popular with their audiences, can command very high salaries.
2. DUTIES - Vary from occupation to occupation. Primarily in this industry, those involved with it seek to provide entertainment, information and pleasure to the general public.
3. TRAINING - A formal education is not absolutely necessary for any career in the performing arts. Experience and recognition however, are very important in building a career. A person in this field must also have alot of discipline and a healthy body. Many of the humanities on the other hand, do require a formal education since many of the careers involve teaching or writing. The competition is very high and the job outlook is not very good. A lot of attention is paid to the few people who make it to the top in these occupations. This makes many of these jobs very desirable, but difficult to ge
4. WORKER CHARACTERISTICS - Most persons who become professionals in this field do so because of a specific interest and appreciation. There is plenty of room for self expression, perhaps this is the reason why many of these occupations become more than just a job. They take alot of hard work, interest and determination.
5. RELATED OCCUPATIONS - Related jobs include the following:

   Landscape Architect
   Greenhouse Keeper
   Interior Decorator
   Commercial Artist
   Choreographer

Dance Therapist

Clothing Designer

Animator

Newspaper Reporter

Director

Engineer

Composer

Arranger

INSTRUCTOR NOTES UNIT #14

Overview of Types of Occupations and Services in the Communications Cluster

Definition Of The Industry

An industry with an ever-increasing job potential. The continued increases are due to the technological advances being made which have created a need for highly skilled people. It is a service oriented occupational cluster that contributes significantly to the quality of life of all Americans.

Uniqueness Of The Industry

The most interesting aspect of this industry is that its growth has been so phenomenal. With new and increasingly technical innovations being introduced into the field by these occupations, the larger the market and thus, the more need for skilled technicians. Because of the nature of the particular occupation and of the rapidity of technological innovations, there is a strong emphasis on skills development and re-training of its employees.

How Does The Service Affect The Consumer

The consumer stands to gain the most from these occupations. The telephone for example, which was once a novelty or a luxury, has now become, because of consumer demand, a necessity to most people. Very few individuals would argue about the practicality of this instrument. Consumer demand has also created the television and radio announcer/personality. We have learned to rely on our "favorite" newscasters or celebrities to entertain and inform us. Most importantly, the technological advances made in most of these occupations have had a tremendous cultural impact on this society. With more and more leisure time available to the average person, some of this is taken up by one form or another in this occupational cluster.

Because of the tremendous impact that this industry has on the population in general, there has been an increasing need to regulate the industry. The F.C.C. (Federal Communications Commission) was established to monitor and control radio and television broadcasting. The telephone company takes careful precautions and is always on the alert for potential abuse involving their products. And in the newspaper and printing business, there have been several recent court cases involving freedom of speech and copyright violations.

How Does The Service Affect The Quality Of Life

Clearly, the quality of life of the average consumer is enhanced by the services provided by this industry. What was once considered luxury items are new necessary, everyday items. One would be hard-pressed to live without a telephone, a radio and in many cases a television. A newspaper is considered a basic tool of the informed citizen.

How Does The Service Affect The Employment and Services Rendered To The Chicano Community

Chicanos can potentially benefit tremendously from these occupations in at least two ways. First, as a consumer, the Chicano community can have an impact on the kinds of programs aired on both radio and television. Because of the predominance and steadily increasing use of the Spanish language, we can expect to see and hear more broadcasting in Spanish. Secondly, as a job potential, these occupations are excellent, especially for a bilingual person. These occupations have a good job expectancy in the years to come; and it is incumbent upon those persons in the community that are interested to seek the proper training to qualify for these jobs.

Discussion Of Similar Characteristics In The 10 Communications Occupations

1. SALARIES - Range from a beginning minimum wage to the $10,000 or more per year for "personalities" of radio or television. On the average, salaries are very good and are expected to climb. The benefits are excellent.

2. DUTIES - The duties are as varied as the occupations. However, the industry has a service-to-people orientation.
3. SETTING - Most of the jobs are indoors in pleasant surroundings. An exception is a line person who must work outdoors in all types of weather. The work is demanding because of the high skills required.
4. TRAINING - Training is the key to success in this industry. Some occupations begin with on-the-job trainees while others require a college education. However, they all have in common the notion of continuing training throughout the person's career. This is due to rapidly changing technological advances.
5. OUTLOOK - The outlook is very good for most of the occupations in this cluster. The potential for "new" jobs is very prominent in these occupations.
6. WORKER CHARACTERISTICS - A person should have good hearing and eyesight. They should also possess a pleasant disposition. They must also be willing to work hard and to be patient. A person should have the ability to communicate well with other people.
7. RELATED OCCUPATIONS - Related jobs include the following:

Line Person
Cable Splicer
Technical Writer
Copy Reader
Public Relations Person
Foreign Service Officer
Export Manager
Diplomatic Secretary
Designer
Artist
Promotion and Sales
Blacksmith
Machinist
Station Manager
Television Show Host

INSTRUCTOR NOTES UNIT #15

Overview of Types of Occupations and Services in the Transportation Cluster

Definition Of The Industry

Occupations in this cluster are primarily service oriented. This includes service to individuals, to manufacturing and industry, and to the public. The concern for fast efficient and quality services by the industry is expected to grow in response to consumer demands. Ultimately, the consumer will influence the growth of these services.

Uniqueness Of The Industry

With the growing population in the United States, fast and dependable transportation is needed for more people, food and products. The need for transportation services is one of the single most important problems facing urban development as we rapidly approach the twenty-first century.

How Does The Service Affect The Consumer

The continued improvement of available transportation services, by air, by train, by bus, is necessary to maintain the present level of operation. However, as we approach the twenty-first century, new and innovative systems of fast, dependable and efficient transportation services must be designed and developed to meet the needs of the growing population.

How Does The Service Affect The Quality Of Life

The quality of life is definitely a factor in the transportation services. With the increasing population, availability of more leisure time, and the increase in manufacturing and industry, the consumer will continue to increase their demands and expectations of the transportation industry. More and more people own individual vehicles, which when on the highways and freeways create much confusion. This creates a need for new and efficient public transportation services, especially in the large, urban centers, where because of increased use of individual vehicles, the quality of the air is rapidly deteriorating. This, without a doubt, serves to reduce the quality of life in the environment.

Discussion Of Similar Characteristics In The 10 Transportation Occupations

1. SALARIES - Wages and benefits are generally good in these occupations. Those jobs requiring higher education and skills offer top salaries.
2. DUTIES - Are as varied as the individual occupations in the cluster. They are all concerned with the safety and comfort of the consumer.
3. SETTING - The setting varies with the particular job. Some are very pleasant and comfortable, in a warm, relaxed environment. Others may be comfortable, but very high pressured. And of course, some may require working outdoors in all types of weather conditions, and/or in noisy surroundings.
4. TRAINING - The lower paying jobs require very little training. Most learning may be done on-the-job. The higher paying jobs require many years of training and the development of very specialized skills.
5. OUTLOOK - On the whole, the job outlook is very favorable, especially for the air and highway jobs. They are not as favorable for the railroad and water jobs.
6. WORKER CHARACTERISTICS - Because they work with the public, employees should be able to get along well with people. Also they should have good health, vision and hearing. Workers must also be very alert.
7. RELATED OCCUPATIONS - Related jobs include the following:

    Pilot
    Navigator
    Train Controller
    Bus Dispatcher
    Hostess
    Freight Handler
    Travel Agent
    Reservation Agent
    Furniture Mover
    Chauffeur
    Gas Station Attendant

INSTRUCTOR NOTES UNIT #16

Overview of Types of Occupations and Services in the Construction Cluster

Definition Of The Industry

An industry that is intimately tied to the national economy, it contributes to the quality of life by providing jobs and job training opportunities for those interested in this field. With a favorable outlook in construction in the coming years, it is a desirable employment opportunity for minorities.

Uniqueness Of The Industry

The occupations in this cluster involve all the building trades. Construction workers are the ones who tear down old buildings and build new ones. The construction occupations are very closely tied to the nation's economy. When the economy is healthy, the building trade offers much employment.

How Does The Service Affect The Consumer

The industry is especially important for the consumer because of the services offered by the industry which improves the quality of life for the individual consumer.

How Does The Service Affect The Quality Of Life

New construction offers the individual many opportunities to improve the quality of their lives by making available desired housing. It also improves the quality of life for the population in general by creating jobs, building offices and structures for private investment, and by being available to make repairs and changes in existing structures.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

The construction trades are a viable employment opportunity for Chicanos. As well as providing training and work to people, the construction industry can make valuable contributions to the quality of life in the barrio.

Discussion Of Similar Characteristics In The 10 Construction Occupations

1. SALARIES - Salaries depend on available work, experience, skill, and membership in a union. Salary for skilled workers is quite high and lucrative.
2. DUTIES - Primarily outdoor work is required in the construction trades but in some occupations like carpenters, glaziers and painters also work indoors. Other duties include development, construction, and completion of buildings, homes, piers, and boats.
3. TRAINING - Apprenticeship programs are the best way to begin in this field. Apprentices are usually between 18 and 30 years of age (some may start as young as 16 years old) and are in training between 2 and 4 years. Training programs include on-the-job training.
4. SETTING - Work is potentially dangerous because of need to work from scaffolding and because of the diversity of tools used in the various occupations. Surroundings are usually noisy due to construction.
5. OUTLOOK - The construction trades are expected to continue to grow in the coming years. Although not at the same rate they have been previously. The outlook for some occupations is better than for others.
6. WORKER CHARACTERISTICS - Employees must be in good physical shape, have normal vision and be very skillful in the use of tools. Some occupations require physical examinations.
7. RELATED OCCUPATIONS - Related jobs include the following:

   Plasterer
   Stucco Mason
   Woodlather
   Stone Mason
   Tile Setter
   Brick Layer Apprentice
   Safety Inspector
   Cabinet Maker
   Glass Cutter
   Varnisher

INSTRUCTOR NOTES UNIT #17

Overview of Types of Occupations and Services in the Business and Office Cluster

Definition Of The Industry

A highly homogeneous range of jobs, some requiring almost no skills to others requiring highly technical skills. Many of these jobs can be learned while on-the-job, while some companies cooperate with local high schools and business schools in office work and education programs, which provide students with opportunities to work part-time under trained supervision, while still attending school.

Uniqueness Of The Industry

Clerical workers represent a wide variety of skills and experience. Included for example, are highly skilled title searchers and examiners in real estate firms or executive secretaries in business offices, as well as workers in occupations which can be entered with little specialized training or experience.

How Does The Service Affect The Consumer

The business and office occupations are a link between the world of business and the consumer. It is because of the highly skilled workers in this field that the consumer can rely on quick, efficient and valuable services and products from business and industry. The consumer in turn, communicates to business through these occupations about their likes and dislikes of services or products. This link between business and the consumer is invaluable to both.

How Does The Service Affect The Quality Of Life

Without a doubt, the business and office occupations are a significant contributor to the quality of life. The consumer has come to expect a high degree of quality of the product and efficiency of service that can only be accomplished by those employed in this field. Consumers respond to business by purchasing services and products which enhance their particular lifestyles. The manufacturer makes items which the consumer is willing to buy. This interaction between manufacturer and consumer contributes significantly to the national economy. A second consideration is that the industry and business occupations require many, many employees. These employees enhance their own lives by working in this field; they are also consumers and contribute to the national economy.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

This occupation cluster is a very bright market for Chicanos interested in work. With business ever increasing, and with required employment skills ranging from none or very little to highly technical, the opportunities available to minorities in these occupations is very good. In the Southwest, with the increasing Spanish-speaking population, there is even more opportunities available to bilingual persons.

As consumers, Chicanos can surely benefit from the products available to them. Also with the realization by business of the market potential of the Spanish-speaking population, Chicanos can expect to see a sharp rise in manufactured products and business services aimed at their particular needs and wishes.

Discussion Of Similar Characteristics In The Business & Office Occupations

1. SALARIES - Depend on skills learned and experience of the employee. The lesser skilled may begin at the minimum wage while the highly skilled can earn as much as $20,000 per year.
2. DUTIES - Those employed in these occupations are largely responsible for the operation and maintenance of businesses. They are responsible for the smooth operation of a particular business to insure efficient services and quality products to the consumer.
3. SETTING - The working conditions are usually quite pleasant. The offices are well-lighted, air-conditioned, and comfortably furnished. These jobs

usually require alot of sitting with a little moving around the office and some stooping and reaching.

4. TRAINING - At minimum these jobs usually prefer a high school diploma. For higher skilled jobs, business school or college is highly recommended. Some businesses are willing to train candidates on-the-job.

5. OUTLOOK - The outlook for the 1980's is better than average for these occupations. At worst, some jobs will be replaced by innovations in office machinery; but is unlikely to seriously affect the total market since replacements are needed in this highly transient work force. At best, new industry is expected to increase numbers of total jobs significantly.

6. WORKER CHARACTERISTICS - A worker must enjoy working with other people. They must have a pleasant personality, a neat appearance and a good command of reading, writing and listening skills. They must be courteous and have the ability to work independently and with a minimal amount of supervision.

7. RELATED OCCUPATIONS - Related jobs include the following:

   Postal Inspector
   Credit Card Clerk
   Office Machine Operator
   Audit Clerk
   File Clerk
   Switchboard Operator
   Receptionist
   Secretary
   Court Reporter
   Administrative Assistant
   Librarian
   Teller
   Wrapper
   Salesclerk

INSTRUCTOR NOTES UNIT #18

Overview of Types of Occupations and Services in the Environment Cluster

Definition Of The Industry

The environment cluster occupations are ideally suited for a person willing to work to preserve the natural environment. The job requires a willingness to work outdoors, in all types of weather, and a love of the natural elements which comprise the environment.

Uniqueness Of The Industry

Our natural resources are very important to us because they provide us with food, clothing, shelter and much more. With the growing population and increasing pollution of the environment, we have begun to take a more serious look at the damage being done to our natural environment. For this reason, many new jobs which deal with the care, study, and preservation of our natural environment, have been created.

How Does The Service Affect The Consumer

The consumer is the biggest beneficiary of the services of environmental occupations. In working to improve and preserve our environment, it is also benefitting the larger population by insuring that more of our natural resources are being preserved for our children and all future generations. More importantly, we are improving the quality and character of each of our individual lives. The natural environment is a beautiful but delicate one, which with proper management and control will continue to inspire generations of people to come. In preserving and caring for our environment it transmits a part of ourselves and our culture to our children. We are transmitting a legacy of the environment which is ours and is enjoyed now and which can be enjoyed in the future.

How Does The Service Affect The Employment And Services Rendered To The Chicano Community

The Chicano community stands to gain much from the care of our natural resources. The Chicano culture has always viewed itself as a part of nature; as a function of the natural order of things. As such, preservation of our natural environment is in essence a preservation and protection of our cultural heritage.

More practically, working to preserve the natural environment is a tremendous opportunity for our community in terms of job availability and career aspirations. These jobs are a "natural" for the interested Chicano.

Discussion Of Similar Characteristics In The 10 Environment Occupations

1. SALARIES - Most jobs are relatively well-paid. The jobs do require overtime which is compensated. There are excellent benefits attached to governmental jobs in these occupations.
2. DUTIES - All these occupations involve the maintenance and conservation of our natural environment. This includes educating the public about potential hazards as well as the benefits of our natural resources.
3. SETTING - All work is done primarily out-of-doors in all kinds of weather and during all seasons. The jobs usually require alot of walking and driving.
4. TRAINING - The training necessary ranges from on-the-job to highly sophisticated skills requiring a college degree. There are many programs available at the community college, state colleges, and the universities which tie in well to these occupations.
5. OUTLOOK - Some areas can expect to see increases in their ranks because of the relative newness of the job. Some will decline. However, because of a renewed interest in our environment, a steady but slow rise can be expected in the future.
6. WORKER CHARACTERISTICS - A worker in these occupations must first of all

like to work outdoors. They must be able to work with others, and be in good physical condition. They should be at least 18 years of age.

7. RELATED OCCUPATIONS - Related jobs include the following:

Park Ranger

Fish and Game Warden

Forester

Conservation Worker

Draftsman

Crop Duster

Orchard Fumigator

Engineer

Wildlife Attendant

Forester Technician

Firefighter

INSTRUCTOR NOTES UNIT #19

Overview of Types of Occupations and Services in the Marine Science Cluster

Definition Of The Industry

This industry is a scientifically oriented endeavor which uses principles and techniques of natural science, mathematics, and engineering to study oceans, their movements, physical properties, and plant and animal life. Their research not only deals with basic scientific knowledge, but also helps develop practical methods for forecasting weather, developing fisheries, mining ocean resources, and improving national defense. This type of work may consist of conducting experiments at sea or working in a laboratory where they measure, dissect and photograph fish. Much of this kind of work entails identifying, cataloging, and analysing different kinds of sea life and minerals. Basically, there are five categories of oceanographers; biological, physical, geological, chemical and engineers and electronic specialists. Many other scientists also work on problems related to oceans, but are counted in other scientific fields such as biology, chemistry, or geology.

The Uniqueness Of The Industry

The marine science industry allows an enterprising person a wide variety of unique experiences that can offer a lifetime of challenging and personally satisfying career opportunities. The occupations available in this cluster range from merchant seaman to oceanographer.

The marine science occupations offer the uniqueness of working in or near the ocean. The working conditions depend on the location of the job, and the type of occupation.

How Does The Service Affect The Consumer

The diversity of occupations in this job cluster enhances the services which the industry can offer to the consumer. For example, the oceanographer contributes to the consumer by helping in the prediction of weather, by experimenting with and actually mining the ocean floor for its many valuable resources. The hydrologic technician works with scientists and others to help measure water flow in rivers, to measure water table levels and to improve the quality of our potable water. Also a very valuable service marine science workers perform is the preservation of marine fish and game. Inspectors insure that fish which are scarce get protected and in so doing protect the ocean environment to be enjoyed and protected by the consumer.

How Does The Service Affect The Quality Of Life

Clearly, the many services provided by the occupations in this industry affect the quality of our lives and enhances our daily existences. Marine architects design and repair commercial vehicles as well as the many types of pleasure boats, while the oceanographer helps society by making the ocean another resource base for improving the quality of life of our society by cultivating the ocean's resources for human consumption.

Discussion Of Similar Characteristics In The 5 Marine Science Occupations

1. SALARIES - Excellent wages may be earned in these occupations. Those jobs requiring higher education and skills offer top salaries.
2. DUTIES - Vary with the type of occupation. They all include working in or near water.
3. SETTING - The working conditions depend on the place of employment and type of work. Some jobs can be hazardous, while others are quite pleasant. Much of the work is done outdoors, and in all types of weather.
4. TRAINING - Most occupations in this cluster require specialized training which may include advanced or professional degrees. They also require excellent health and good physical abilities.
5. OUTLOOK - With few exceptions, the outlook is good, with most occupations increasing in need. Some will decline however.

6. WORKER CHARACTERISTICS - The applicant must be in excellent health and should be able to work with others. They must be patient and able to handle detail work.

7. RELATED OCCUPATIONS - Related jobs include the following:

   Hydrologic Technician
   Waste Water Treatment Operator
   Marine Architect
   Commercial Diver
   Surveyor
   Conservationist
   Scientist
   Engineer
   Radio Operator

PART II - CAREER EDUCATION MANUAL

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AGRICULTURE

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INTRODUCTION

Over 3 million people worked in the agriculture industry in 1976. More than likely, this number does not include undocumented workers. The outlook for future employment, however, does not look very promising. Modern machinery is taking away thousands of jobs each year. The training requirements are becoming more difficult and taking longer to complete. The educational requirements are also becoming more important because of all the new machines, the new methods being used, and the high competition for available jobs. Therefore, a person with alot of knowledge, experience, and the required education is more likely to get a job than a completely unexperienced person.

Experience is needed for many of the jobs in agriculture. However, sometimes a person with alot of years of experience and good skills will be hired without having met all of the educational requirements.

There are many other areas and jobs in agriculture besides those mentioned here. Other than growing the food we eat, agriculture is also involved in research, marketing, and inspection of food quality. All of this is aimed at finding better ways of growing our food and also to improve the food itself. There are also jobs in teaching so that others may learn about agriculture. These types of teachers may find jobs at universities, colleges, private organizations and industries, or government agencies. Most of these jobs are located in areas near or around farms and ranches.

Persons interested in this field must enjoy working outdoors and doing physical labor. For this reason they must be in excellent health and have full use of their arms, hands, and legs. Good vision and coordination are also important.

INTRODUCCION

Además de los 3 millones de trabajadores en los Estados Unidos que fueron empleados por la industria de agricultura en 1976, probablemente este número no incluye trabajadores sin documentos. La perspectiva para empleo en el futuro, sin embargo, no parece ser favorable. Máquinas modernas están quitando miles de trabajos cada año. Los requisitos de entrenamiento se están haciendo más difíciles y tomando más tiempo para terminar. Los requisitos educacionales también son más importantes a causa de las máquinas nuevas, los métodos nuevos que se están usando y la competencia alta para los trabajos disponibles. Por lo tanto, una persona con mucho conocimiento, experiencia y la educación requerida, puede encontrar trabajo con más facilidad que una persona que totalmente no tenga experiencia.

Se necesita experiencia para muchos de los trabajos en agricultura. Sin embargo, a veces una persona con mucha experiencia y buenas habilidades hayará trabajo sin haber cumplido los requisitos educacionales.

Hay muchas otras áreas y trabajos en agricultura fuera de los que son mencionados aquí. En otra manera aparte de crecer la comida que comemos, la agricultura también está envuelta en investigación, mercología, e inspección de la calidad de la comida. Todo esto está dirigido para hallar mejores maneras de crecer nuestra comida y también para mejorar la comida misma. También hay trabajos de enseñanza para que otros puedan aprender acerca de agricultura. Este tipo de instructores pueden encontrar trabajo en las universidades, colegios, organizaciones e industrias privadas, o agencias del gobierno. Muchos de estos trabajos están localizados en áreas cerca de granjas y ranchos.

Individuos que están interesados en este campo de trabajo deben gozar el trabajo afuera y hacer trabajo duro y pesado. Por esta razón deben de estar bien de salud y poder usar sus brazos, manos y piernas. Buena visión y habilidades también son importantes.

AGRICULTURAL COMMODITY GRADER

Agricultural commodity graders inspect samples of agricultural products to make sure they are of good quality and grade. They usually specialize in the inspection of one commodity, such as eggs, grains, vegetables, or dairy products.

Their duties include checking for weeds, insects, or spoilage of the product along with the cleanliness of the ships and trucks used to move them from place to place.

Where Do They Work?

Most agricultural commodity graders work for the Federal and State governments. Others work in private industry or large commercial companies. These jobs are available across the nation.

What Are The Working Conditions?

The grader works both indoors and outdoors and may have to work in different surroundings. Sometimes there is spoiled food and dirty work areas that the grader must inspect. Other times the conditions are very clean and comfortable.

This work can be very physical and includes walking, bending, standing, stooping, and some lifting.

The average work week is 40 hours, with some occasional overtime work. Time off is given for holidays and any overtime worked.

What Kind of Training Is Needed?

A bachelor's degree or 3 years of experience in a related area is required to become a commodity grader. This includes 4 years of college or on-the-job training or actual work experience. A combination of school and work experience is also acceptable.

How Much Do They Earn?

In 1977, the average annual salary for agricultural commodity graders was about $14,000. This depended on the responsibilities and skills of the worker. A maximum of $24,000 a year may be earned for highly skilled or administrative positions.

What Kind Of Advancement Is Possible?

Graders are promoted automatically each year until they reach a maximum level. Promotions to supervisor or administrative positions depend on available positions and skills of the worker.

CLASIFICADOR DE GENEROS AGRICOLAS

Los clasificadores de géneros agrícolas, inspeccionan ejemplos de productos agrícolas para asegurar calidad y determinar su clase. Generalmente se especializan en la inspección de un artículo, como huevos, cereales, verduras o productos de leche. Sus obligaciones incluyen buscar malas yerbas, insectos, impurezas o desperdicios del producto, así como asegurar la limpieza de los barcos y camiones que usan para transportarlos.

¿Dónde Trabajan?

La mayoría de estos inspectores de artículos agrícolas están empleados por los gobiernos federales y estatales. Otros trabajan en la industria privada o grandes compañías comerciales. Estos trabajos se encuentran a lo largo de toda la nación.

¿Cuáles Son Las Condiciones De Trabajo?

Estos inspectores trabajan adentro y afuera y trabajan en diferentes ambientes. Algunas veces tienen que inspeccionar comida podrida y lugares sucios. Otras veces las condiciones son muy limpias y cómodas.

Este trabajo a veces requiere trabajo muy físico e incluye caminar, estar de pié, agacharse y levantar cosas pesadas.

El promedio es de 40 horas de trabajo a la semana, con algunas horas extras ocasionalmente. Se da tiempo libre por las vacaciones o por el tiempo extra trabajado.

¿Qué Clase De Entrenamiento Se Necesita?

Para hacerse inspector de géneros agrícolas se requiere un bachiller o 3 años de experiencia en una área relacionada. Esto incluye 4 años de escuela o aprendizaje en el propio trabajo o experiencia de trabajo. La combinación de escuela y trabajo también es aceptable.

¿Cuánto Ganan?

En 1977, el promedio del salario anual de los inspectores de géneros agrícolas fue de $14,000. Esto dependió en las responsabilidades y habilidades del trabajador. Un máximo de $24,000 es lo que pueden ganar en posiciones administrativas o de gran habilidad.

¿Qué Promociones Existen?

Estos inspectores son promocionados automaticamente cada año hasta que alcanzan el máximo nivel. Las promociones a supervisor o posiciones administrativas dependen en las posiciones disponibles y en la habilidad del trabajador.

What Is The Outlook?

The outlook for commodity graders looks promising through the mid-1980's. Many new jobs will be opening up along with replacement positions for workers who leave the field. Job openings for minorities also look good because of continued public pressure.

Worker Traits

Persons interested in becoming agricultural commodity graders should be responsible and neat workers. They should also have a pleasant personality and be able to express themselves both verbally and in writing.

A good sense of smell and the ability to recognize colors is important. Also, bilingual skills are very helpful in finding a job and especially for those who speak and write Spanish.

Favorable Features

Good pay and benefits
Good employment outlook
Work both indoors and outdoors
Work independently
Make own decisions

Unfavorable Features

Work is very accurate
Can become repetitious and boring
Promotions are based on competitive examination
Work conditions are sometimes unpleasant

Related Jobs

Agricultural Quarantine Inspector
Public Health Inspector
Plant Scientist
Argonomist

¿Cuáles Son Las Perspectivas Económicas?

Las perspectivas para estos inspectores se ve muy favorable hasta mediados de 1980. Muchos trabajos nuevos se abriran al mismo tiempo que se reemplazarán los trabajadores que abandonan el campo. Las oportunidades de empleo para las minorías también parecen buenas, debido a la presión continuada del público.

Características De Los Trabajadores

Las personas interesadas en este trabajo deben ser responsables y limpios. Además deben tener una personalidad agradable y deben poder expresarse por escrito y verbalmente.

Buen olfato y habilidad para reconocer colores es importante. También, habilidades bilingues pueden ser provechosas para encontrar trabajo, especialmente para personas que hablan y escriben español.

Aspectos Favorables

Buen sueldo y beneficios
Seguridad de empleo
Trabajo en el interior y en el exterior
Independencia de trabajo
Decisiones propias

Aspectos Desfavorables

Exactitud en el trabajo
Puede hacerse repetitivo y aburrido
Las promociones se hacen por medio de examenes
Las condiciones de trabajo son algunas veces desagradables

Trabajos Relacionados

Inspector Agrícola de Cuarentena
Inspector de Salud Pública
Científico de Planta
Agrónomo

AGRICULTURE QUARANTINE INSPECTOR

Agriculture quarantine inspectors protect American agricultural products from foreign pests and diseases. To do this they must inspect ships, aircraft, railroad cars and motor vehicles coming into the United States.

Where Are They Employed?

Most agriculture quarantine inspectors work for the Federal and State Governments. They are employed by either the U.S. Public Health Service or the U.S. Department of Agriculture. These jobs are usually located at points of entry into the United States, such as airports, border crossings, harbors, railroad stations and bus depots.

What Are The Working Conditions?

Most inspectors are very active, meeting people and working in different places. The job requires alot of travel and inspectors are usually provided with a car and travel expenses.

Many inspectors work long and irregular hours. They may also work under unfavorable working conditions - bad weather, dirty work areas, unpleasant odors, etc.

Inspectors have many responsibilities and work under little direct supervision.

What Salaries Do They Earn?

In 1977, the average salary for all agriculture quarantine inspectors was $14,000 a year. The salary depended on the responsibilities of the job and the qualifications of the worker. Salaries for top administrative positions were as high as $24,000 a year.

What Promotions Are Available?

Inspectors are advanced automatically each year until they reach a maximum level. Advancement above this level to positions as supervisors or administrators is based on competition, the needs of the agency and the individual's skills and work performance.

What Is The Outlook For This Occupation?

Many new jobs are expected because of the growth in the need for inspectors. The outlook for this occupation will be favorable through the mid-1980's. Openings will also be created to replace those who leave the field. Continued public pressure for equal employment opportunities has created a need for more minorities in this occupation.

INSPECTOR AGRICOLA DE CUARENTENA

Los inspectores agrícolas de cuarentena se encargan de proteger los productos agrícolas americanos de pestes y enfermedades extranjeras. Para hacer esto, deben inspeccionar barcos, aviones, trenes, coches y toda clase de vehículos que entran a los Estados Unidos.

¿Dónde Trabajan?

La mayoría de los inspectores agrícolas de cuarentena trabajan para el gobierno federal y estatal. Son empleados por el servicio de salud pública de los Estados Unidos o por el departamento de agricultura. Debido a su trabajo, estos inspectores se encuentran en los diferentes puertos de entrada a los Estados Unidos, como aeropuertos, fronteras, puertos de mar, estaciones de trenes y estaciones de autobuses.

¿Cuáles Son Las Condiciones De Trabajo?

La mayoría de los inspectores están siempre muy activos, relacionandose con gente y trabajando en diferentes medios. El trabajo requiere muchos viajes, por eso, generalmente a estos inspectores se les proporciona un coche y gastos de viaje.

Muchos inspectores tienen horarios largos e irregulares. Además puede ser que trabajen bajo condiciones de trabajo desfavorables - mal tiempo, áreas sucias de trabajo, malos olores, etc.

Estos inspectores tienen muchas responsabilidades y trabajan con poca supervisión directa.

¿Qué Salarios Ganan?

En 1977, el salario promedio de todos los inspectores agrícolas de cuarentena fue de $14,000 al año. Esto dependió en la responsabilidad y habilidades del empleado. En posiciones administrativas o de gran habilidad ganaban hasta $24,000 al año.

¿Qué Promociones Existen?

Estos inspectores son promocionados automaticamente cada año hasta que alcanzan un nivel máximo. El avance a niveles más altos como supervisores o administradores se basa en competición, en las necesidades de la agencia y en el progreso del individuo.

¿Cuál Es La Perspectiva Económica?

Se espera la creación de muchas oportunidades nuevas de trabajo por causa del crecimiento en la necesidad de inspectores. La perspectiva económica para esta ocupación es favorable para la decada de los 1980s.

What Training Is Needed?

Employers of agriculture quarantine inspectors rate their applicants on their experience and education but do not require a written examination. It is helpful to have some experience in a related field such as Plant Pest Control or Agricultural Inspection. A year of college work with courses in plant science or agriculture or two years general college work may be substituted for the necessary experience. All inspectors receive training on the laws and procedures for inspection through a combination of classroom and on-the-job training.

What Are Some Worker Traits?

Persons interested in becoming agriculture quarantine inspectors should be able to accept responsibilities and work with details. They should be neat, have a pleasant personality, and be able to express themselves verbally and in writing. It is very helpful to know other languages in addition to English, such as Spanish.

Favorable Features

Good pay
Benefits
Work with little supervision
Good promotions
Work in different surroundings
Travel

Unfavorable Features

Work is detailed
Must accept much responsibility
May work in bad weather
Work areas may be dirty, unpleasant

What Are Some Related Occupations?

Health Inspector
Commodity Grader
Immigration Inspector
Meat and Poultry Inspector

Se necesitarán nuevos empleados también para reemplazar aquellos que abandonan el campo. Además, la presión pública que continúa para lograr oportunidades de empleo igualitarias está abriendo posibilidades para las minorías en esta ocupación.

¿Qué Preparación Se Necesita?

Las agencias de agricultura evalúan a los aplicantes de acuerdo a su experiencia y educación pero no se requiere examen escrito. Algo de experiencia en un campo relacionado como control de pestes de las plantas, o inspección agrícola ayuda a conseguir empleo. Un año de colegio con cursos sobre las ciencias de las plantas o agricultura, o el trabajo de 2 años de escuela en general puede ser substituido por la experiencia necesaria. Todos los inspectores reciben preparación sobre la ley y procedimientos de inspección por medio de una combinación de clases y aprendizaje en el mismo trabajo.

Características De Los Trabajadores

Toda persona interesada en hacerse inspector agrícola de cuarentena debe ser capaz de aceptar responsabilidades y trabajar detalladamente. Una apariencia buena y personalidad agradable son necesarias, así como poder expresarse verbalmente y por escrito.

Ayuda mucho saber otros idiomas además del inglés, como por ejemplo español.

Aspectos Favorables

Buen sueldo
Beneficios
Poca supervisión
Buenas promociones
Trabajo en diversos medios ambientales
Viajes

Aspectos Desfavorables

Trabajo detallado
Muchas responsabilidades
Trabajo en mal tiempo
Algunas áreas de trabajo sucias y desagradables

Ocupaciones Relacionadas

Inspector de Salud
Evaluador de Artículos
Inspector de Inmigración
Inspector de Carnes y Aves

FARM ADVISOR

Farm advisors, also known as County Agricultural Agents, help farmers by telling them and teaching them about new ways of growing and harvesting crops or raising livestock. The advisor usually keeps in close contact with the universities and agencies who do agricultural research. When a new method is ready for testing the advisor gets the work out to the farmers.

Advisors also work with youth clubs who are interested in agriculture. They help teach young people about old farming methods along with improved and upcoming methods.

What Are The Working Conditions?

Most of the farm advisor's work time is spent outdoors showing farmers and ranchers the new techniques. Other time is spent indoors at meetings and doing office work.

Some travel is necessary for this job and there are usually alot of meetings to go to. There is also the pressure of deadlines to be met and keeping up with all of the new technology.

Where Do They Work?

Farm advisors usually work for the states or counties. Other job opportunities are available working for private farm related organizations and companies. In addition to the possibility of working all over the United States there is also the chance of working for another country or international organization.

How Much Do They Earn?

Salaries depend on the amount of experience and skill the advisor has along with what jobs are available. A beginner can usually expect to earn an average annual salary of about $12,000-$13,000. A more experienced advisor can earn anywhere from $14,000-$35,000 per year. The wide salary range is because of pay increases that are awarded with time of service and promotions.

What Kind Of Training Is Needed?

Four years of college with a Bachelor of Science degree in agriculture is the minimum amount of education required to become a Farm Advisor. However, the job market gets very competitive and it is helpful if the applicant has a Master's or a Ph.D. degree.

ACONSEJADOR DE GRANJA

Los aconsejadores de granja, también conocidos como Agentes del Condado Agricultural (County Agricultural Agents), ayudan a los granjeros al decirles y enseñarles nuevos métodos de cultivar y cosechar la siembra o criar ganado. El aconsejador usualmente mantiene contacto con las universidades y agencias que hacen investigación de agricultura. Cuando un método nuevo está listo para probarse, el aconsejador se lo da saber a los granjeros.

Los aconsejadores también trabajan con clubes de jóvenes quienes están interesados en la agricultura. Ellos les enseñan a los jóvenes sobre métodos viejos de sembrar junto con los métodos mejorados que salen.

¿Cuáles Son Las Condiciones De Trabajo?

La mayor parte del tiempo de un aconsejador de granja se emplea afuera enseñandoles a los granjeros las técnicas nuevas. El resto del tiempo se emplea adentro en juntas y haciendo trabajo de oficina.

Se necesita viajar en este trabajo y usualmente hay muchas juntas a las que deben asistir. También existe la presión de líneas vedadas que cumplir y estar al corriente de toda la tecnología nueva.

¿Dónde Trabajan?

Aconsejadores de granja usualmente trabajan para los estados y condados. Otras oportunidades están disponibles en trabajos de organizaciones y compañías relacionadas a granjas privadas. Junto con la posibilidad de trabajar por todos los Estados Unidos, también existe la oportunidad de trabajar para otro país u organización internacional.

¿Cuánto Ganan?

Los sueldos dependen en la cantidad de experiencia y habilidades que tenga el aconsejador junto con los empleos disponibles. Un principiante puede usualmente esperar un sueldo anual con el promedio de $12,000-$13,000. Un aconsejador con más experiencia puede ganar desde $14,000-$35,000 por año. La gran diferencia en los salarios es por los aumentos de sueldos que se dan con el tiempo de servicio y con las promociones.

¿Qué Tipo De Entrenamiento Se Necesita?

Se requiere una educación de 4 años de colegio con un bachiller de ciencias en agricultura. Esto es lo mínimo que se requiere para ser un aconsejador de granja. Pero, el mercado de empleo es muy competitivo y ayuda si el solicitante tiene su título de maestría o doctorado.

It is necessary to have a background in agricultural science, agricultural engineering, agribusiness, or other related areas. Some of the better schools that provide this training are the University of California at Davis, Berkeley, and Riverside; Fresno and Chico State College; also California State Polytechnic College at both San Luis Obispo and Kellogg-Voorhis.

Belonging to youth clubs, such as 4-H and Future Farmers of America (FFA), can also be helpful in preparing for a career in agriculture.

What Are The Chances For Advancement?

There are many different ways for a farm advisor to be promoted. One of these is through gradual pay increases according to how long they work at one place. Another way is to assign more responsibilities or a management position. There are also those who become highly specialized and do consulting for counties, states, or countries.

What Is The Outlook?

Agriculture is still the biggest industry in California and in many other states. Because of this and all the new technology being put into agriculture, the demand for farm advisors continues. The opportunities for jobs in agriculture look very promising for at least the next ten years. Persons who are buying land with a group or by themselves are also seeking the advice of the agricultural agent.

Worker Traits

A farm advisor must be very flexible and able to meet many demands. Working outdoors as well as indoors should be considered. The advisor must also be able to follow instructions as well as give them.

There is alot of contact with people on this job. Therefore, this worker should be a person who gets along with people in many situations. The ability to handle groups is also very important.

Deadlines and decision-making are a part of farm advising too. There can be alot of pressure at times and slow periods at others. Some physical activity is included when the advisor demonstrates farming techniques.

It is clear that a farm advisor must be in good health and also have a good personality.

Es necesario tener conocimiento en ciencias agrícolas, ingeniería agricultural, negocio de agricultura, o áreas relacionadas. Algunas de las mejores escuelas que proporcionan éste entrenamiento son la Universidad de California en Davis, Berkeley, y Riverside; colegios del estado que son los de Fresno y Chico; y también en el Colegio Politécnico del Estado de California en San Luis Obispo, y Kellogg-Voorhis.

Los clubes de jóvenes como 4-H y Future Farmers of America (FFA) también ayudan a prepararse para una carrera en la agricultura.

¿Cuáles Son Las Oportunidades De Adelanto?

Hay varias formas diferentes para que un aconsejador de granja sea promovido. Una de ellas es a través de un aumento de sueldo según el tiempo que tenga trabajando en un lugar. Otra forma es al asignar más responsabilidades o a puesto de manejamiento. También hay las personas altamente especializadas y que hacen consultas para los condados, estados o países.

¿Cuál Es La Perspectiva?

La agricultura es aún la industria más grande en California y en otros estados. Por causa de esto y toda la nueva tecnología que está entrando en la agricultura, la demanda para aconsejadores continúa. Las oportunidades para empleos en la agricultura se ve muy prometedora por lo menos para los siguientes 10 años. Las personas quienes están comprando tierra cooperativamente o solo están buscando el aconsejo de los agentes agrícolas.

Características Del Trabajador

Un aconsejador de granja debe ser muy flexible y capaz de llenar las demandas. El trabajo de afuera igual que de adentro debe ser compatible. El aconsejador debe también seguir las instrucciones igual como darlas.

Hay mucho contacto con gente en este trabajo. Por eso debe ser una persona que se lleva bien con gente en cualquier situación. La habilidad de manejar grupos también es muy importante.

Líneas vedadas y decisiones son gran parte de esta ocupación. Puede haber mucha presión a veces y períodos lentos en otras ocaciones. Actividad física es incluida cuando un aconsejador demuestra técnicas de granja.

Está claro que un aconsejador de granja debe tener buena salud y también personalidad.

Favorable Features

Excellent pay and benefits
A chance to travel
Work indoors and outdoors
Favorable outlook
Can work in other countries
Possible advancement

Unfavorable Features

Some physical labor involved
Deadlines to meet
Many responsibilities
Must keep up with new technology
Competitive job market

Related Jobs

Agricultural Engineer
Agronomist
Forester
Plant Scientist
Home Advisor

Rasgos Favorables

Pago excelente y beneficios
Oportunidad de viajar
Se trabaja adentro y afuera
Perspectiva favorable
Se puede trabajar en otros países
Adelanto posible

Rasgos No Favorables

Se requiere algo de trabajo físico
Líneas vedadas
Muchas responsabilidades
Estar al corriente de nueva tecnología
Mercado de empleo competitivo

Empleos Relacionados

Ingeniero Agrícola
Agronomista
Silvicultor
Científico de Plantas
Aconsejador de Hogar

CELLAR FOREMAN

Cellar foremen work in wineries and are in charge of running the winemaking operations. They supervise workers, take care of machinery, keep the cellar clean, and keep an eye on the aging process of the wine. This includes some mechanical abilities as well as knowing about wine-making.

What Are The Working Conditions?

The wine cellars where foremen work are usually very cool and damp. The temperature is kept at around 55°F. because it is better for the aging process of the wine. The work area is not very spacious and the work itself can be physically demanding.

Some of the possible hazards in working in a wine cellar are slippery floors, ladders, and catwalks; back injuries from lifting heavy objects; or injuries from the equipment used.

Where Do They Work?

Cellar foremen sometimes work in real, underground cellars or else they may work in buildings made of concrete, brick, or stone. They are usually employed by large commercial wineries. Small, local wineries also hire foremen unless the owner chooses to run the winery him/herself.

How Much Do They Earn?

The salary of the cellar foreman depends on the size of the winery, the amount of experience and skill, and the number of responsibilities assigned to him/her. Average salaries may range anywhere from $600-$12,000 per month according to the qualifications mentioned above. Also, if the worker belongs to a union the wages and benefits may be different than those of a non-union worker.

What Kind Of Training Is Needed?

On-the-job experience is very important in this occupation. Many employers require applicants to have at least 3-5 years of experience. Although there are no educational requirements it is helpful to have a high school diploma when looking for a job. A background in math and chemistry, along with some mechanical abilities are also important.

What Are The Chances For Advancement?

The job ladder is limited for cellar foremen. Except for possible management positions or self-employment or promotions in salary there are no other positions a cellar foreman can advance to.

ENCARGADO DE BODEGAS

Los encargados de bodegas trabajan en fábricas vinícolas y están encargados de las operaciones de fabricación de vino. Supervisan a los trabajadores, cuidan la maquinaria, mantienen limpia la bodega, y cuidan el proceso de envejecimiento del vino.

¿Cuáles Son Las Condiciones De Trabajo?

Las bodegas donde los encargados trabajan son por lo regular frías y húmedas. La temperatura se mantiene alrededor de 55° F porque es mejor para el proceso de envejecimiento del vino. No hay mucho espacio donde trabajan. El trabajo puede ser pesado algunas veces.

Algunos de los posibles peligros trabajando en bodegas son suelos resbalosos, escaleras, pasillos chicos, lastimaduras de espalda por levantar cosas pesados, o debido al equipo que se usa.

¿Dónde Trabajan?

Estos encargados algunas veces trabajan en bodegas subterráneas y otras veces en edificios hechos de cemento, ladrillos o piedra. Generalmente trabajan para fábricas grandes de vino. Las bodegas pequeñas también emplean encargados a no ser que el dueño decida encargarse del trabajo él mismo.

¿Cuánto Ganan?

El salario de un encargado de bodega depende del tamaño de la bodega, de la experiencia y habilidad y del número de responsabilidades que tiene. El promedio de los salarios puede variar entre $600 y $1,200 al mes de acuerdo a las responsabilidades. Además, si el trabajador tiene unión, los salarios y beneficios pueden ser diferentes de los de un trabajador que no tiene unión.

¿Qué Entrenamiento Se Necesita?

Experiencia en el mismo trabajo es muy importante en esta ocupación. Muchos patrones exigen que los aplicantes tengan al menos 3-5 años de experiencia, aunque no hay requerimientos de educación, es bueno tener un diploma de secundaria al buscar empleo. Conocimientos de matemáticas y química asi como alguna habilidad en mecánica también es importante.

¿Cuáles Son Las Posibilidades De Promociones?

La cadena de trabajo está limitada a la posición de encargado de bodegas. Excepto las posibles posiciones de administración o establecimiento independiente o promociones, no hay otras posiciones a las que un encargado pudiera avanzar.

What Is The Outlook?

Due to a slower rate of growth in the wine industry and modern machinery that makes the work load lighter, cellar foremen are not in demand. Replacements for those foremen who leave this line of work will be needed. However, new job openings will be limited.

Worker Traits

Cellar foremen must be in good health and able to withstand the cool, damp surroundings they work in. Physical strength may be required because of occasional heavy lifting.

The foreman should also be the type of person who does not mind working indoors most of the time. The ability to supervise and get along well with people is helpful too since the foreman is in charge of most of the winemaking operations in a winery.

Favorable Features

Good wages and benefits
Supervisory work
On-the-job training can be provided

Unfavorable Features

Possible job hazards
Can be heavy work
Limited advancement
Many responsibilities
Irregular working hours during crushing season
Replacement by machinery

Related Jobs

Vineyard manager
Enologist
Viticulturist

¿Cuál Es La Perspectiva?

Debido al lento crecimiento de la industria del vino y la maquinaria moderna hace que los encargados de bodega no estén en demanda. Se necesitarán reemplazos para esos encargados que abandonan el trabajo, pero nuevas posiciones serán muy limitadas.

Características De Los Trabajadores

Estos encargados deben tener buena salud y tienen que ser capaces de resistir el frío y la humedad de donde trabajan. Algunas veces se requiere fuerza física para algunos trabajos de levantar cosas pesadas.

El encargado también debe ser ese tipo de persona a la que no le molesta trabajar adentro la mayoría del tiempo. La capacidad de supervisar y llevarse bien con la gente es muy importante ya que el encargado es responsable por la mayor parte de las operaciones en una fábrica de vino.

Aspectos Favorables

Buenos salarios y beneficios
Trabajo de supervisión
Se adquiere la preparación en el mismo trabajo

Aspectos Desfavorables

Posibles peligros
Trabajo pesado algunas veces
Promociones limitadas
Muchas responsabilidades
Horas de trabajo irregulares durante la temporada de la uva
Reemplazo de empleos por la maquinaria

Trabajos Relacionados

Encargado de viñas
Enólogo
Vitícolo

FARM EQUIPMENT MECHANIC

In today's world of agriculture, most farming is done with specialized machines. Mechanics spend most of their time adjusting and fixing these machines. During the planting and harvesting seasons, the mechanic may go to the farm to make emergency repairs. The rest of the time, the work is done in repair shops.

Mechanics use many hand tools including pliers, hammers and wrenches along with more complicated equipment, such as welding tools and power tools.

Where Are They Employed?

In 1976, most of the 66,000 farm equipment mechanics worked in service departments of farm equipment dealers throughout the nation. Only a few of them were self-employed. The rest worked in independent repair shops and on large farms. Most of the job opportunities are found in small towns and cities.

What Are The Working Conditions?

A 44 hour week is common in this type of work. During the planting and harvesting seasons, mechanics work 6-7 days and up to 12 hours a day. In the winter they work less hours and some do not work at all in the winter.

When possible, the work is done in a repair shop. Some of the newer shops are clean and well-equipped. Others have poor ventilation and are dirty. During emergencies, the mechanic works in all kinds of weather and works with gasoline, rust and dirt.

Engine burns, cuts, falls and other injuries are possible. The mechanic often lifts and handles heavy equipment.

Most mechanics must provide their own hand tools. The shop equipment is provided by their employer.

A small number of mechanics are union members.

What Salaries Do They Earn?

In 1976, farm equipment mechanics earned between $3.50 and $6.35 an hour. Only a few mechanics earned over $15,000 for the year. Most employers pay time and a half for overtime work.

What Promotions Are Available?

Promotions are limited on small farms. Advancement is usually in the form of higher pay. In larger businesses, mechanics are promoted to leadman,

MECANICO DE MAQUINARIA DE GRANJA

En el mundo de hoy la mayoría de la agricultura se hace con máquinas especializadas. Los mecánicos ponen la mayor parte de su tiempo en el ajuste y el arreglo de estas máquinas. Durante las temporadas de siembra y cosecha, el mecánico puede ir al rancho para hacer reparaciones de emergencia. El resto del tiempo el trabajo se hace en talleres de reparación.

Los mecánicos usan varias herramientas de mano incluyendo tenazas, martillos y otras herramientas junto con equipo más complicado como herramientas de soldar y de motor.

¿Dónde Trabajan?

En 1976, la mayoría de los 66,000 mecánicos de maquinaria de rancho trabajaron para comerciantes en departamentos de servicio para maquinaria en toda la nación. Solamente unos pocos de ellos están empleados por si mismos. Los demás trabajan en sus propios talleres de reparación y en ranchos grandes. La mayoría de las oportunidades se encuentran en pueblos pequeños y ciudades.

¿Cuáles Son Las Condiciones De Trabajo?

Es común trabajar una semana de trabajo de 44 horas. Durante la temporada de siembra y de cosecha, ellos trabajan 6-7 días y hasta 12 horas al día. En el invierno trabajan menos horas. Algunos trabajadores son desocupados en el invierno.

Cuando es posible, el trabajo se hace en un taller de reparación. Algunos de los talleres más nuevos son limpios y bien equipados. Otros tienen mala ventilación y están sucios. Durante emergencias, los mecánicos trabajan en toda clase de clima y trabajan con gasolina, mojo y tierra.

Quemaduras, cortaduras y caídas causadas por el motor y otras lastimaduras son posibles. El mecánico levanta y maneja equipo pesado con frecuencia.

La mayoría de los mecánicos tienen sus propias herramientas de mano. El equipo del taller es proporcionado por el patrón.

¿Qué Sueldo Ganan?

En 1976 los mecánicos de maquinaria de rancho ganaban entre $3.50 y $6.35 la hora. Solamente unos cuantos mecánicos ganaban más de $15,000 al año. La mayoría de los patrones pagan tiempo y medio por el trabajo extra.

foreman, supervisor or manager. Some mechanics open their own repair shops. With a 2-year degree in agricultural mechanics they can become service representatives or manufacurers of farm equipment.

What Is The Outlook Of This Occupation?

Since most farms have set budgets, the rate of mechanization will continue at a slower rate. This will limit the growth of employment for farm equipment mechanics. Most job openings will result from the need to replace those workers who retire, die or change jobs.

Some employers report a shortage of skilled equipment mechanics during the busy season.

What Training is Required?

There are no formal education requirements, but a worker must be able to follow written instructions and understand detailed drawings. At least 2 years of on-the-job training is needed before a mechanic can do most of the work.

Many mechanics receive training in junior colleges, technical-vocational schools and the Armed Forces. A few mechanics complete a 3-4 year apprenticeship program that includes classroom training.

What Are Some Worker Characteristics?

Employers prefer high school graduates who have some mechanical ability. Persons who want to work in this field should be able to work with their hands, lift heavy parts and work with little supervision.

Some employers may want their workers to read blue prints.

Favorable Features

Work with little supervision
No formal training is needed
Can be union members

Unfavorable Features

Many hazards on the job
Overtime work is common
Limited promotions
Work area is sometimes dirty
Long hours during planting and harvest seasons

¿Cuáles Son Las Oportunidades De Adelanto?

En ranchos pequeños las promociones son limitadas. El adelanto es usualmente un sueldo más alto. En negocios grandes, los mecánicos son avansados a puestos de dirigentes, mayordomos, supervisores o a manejadores. Algunos mecánicos abren sus propios talleres de reparación. Con un título de 2 años en mecánica de agricultura, ellos pueden ser representantes de servicio de los manufacturadores de equipo de rancho.

¿Cuál Es La Perspective En Esta Ocupación?

Siendo que los ranchos tienen prosupuestos, la tarifa de mecanización continuará más despacio. Esto limitará el crecimiento de empleo para los mecánicos de maquinaria de rancho. La mayoría de los puestos nuevos resultarán por la necesidad de reemplazar a los trabajadores que se retiran, fallecen o cambian trabajos.

Algunos patrones reportan que faltan mecánicos calificados en equipo en las temporadas más ocupadas.

¿Qué Entrenamiento Se Requiere?

No se requiere educación formal pero un trabajador debe seguir instrucciones escritas y entender diagramas. Se necesita por lo menos 2 años de entrenamiento en el trabajo antes de que un mecánico pueda hacer el trabajo.

Muchos mecánicos reciben entrenamiento en colegios de la comunidad, escuelas vocacionales-técnicas y en las fuerzas armadas. Algunos mecánicos terminan un programa de aprendizaje de 3-4 años el cual incluye entrenamiento en clase.

Características Del Trabajador

Los patrones prefieren a personas graduadas de la secundaria que tienen alguna habilidad mecánica. Las personas quienes quieren trabajar en este campo deben poder trabajar con las manos, levantar partes pesadas y trabajar con poca supervisión.

Algunos patrones tal vez quieran que sus trabajadores puedan leer los dibujos de planes detallados.

Rasgos Favorables

Trabajar con poca supervisión
No se necesita entrenamiento formal
Pueden ser miembros de unión

Rasgos No Favorables

Hay varios peligros en el trabajo
Es común trabajar tiempo extra

What Are Some Related Occupations?

Automobile Mechanic

Heavy Equipment Mechanic

Machinist

Appliance Repairman

FARM MANAGER

Farm managers are responsible for a large part of the work that goes into a successful harvest. They take care of the crop while it is growing. Then, when the crop is ripe they hire and supervise the workers who pick it.

Along with management of the crop and workers, farm managers also do some office work. They keep track of time records and payroll for the workers. Ordering machinery, and supplies and housing for the workers may also be among their responsibilities. Machinery, fences, buildings, and similar things must be repaired and taken care of in addition to the harvest-related activities.

What Are The Working Conditions?

Most of the time is spent outside in all kinds of weather. Sometimes, however, the manager must work inside doing office work.

This type of work is not really heavy labor but it does get busy, especially during the harvest and pruning seasons. Alot of walking is required. There are also some possible dangers from working around the large machinery and chemicals used on the crops.

Where Do They Work?

Farm managers usually work for large commercial growers who own many acres of land. Their crops are sold to wholesale produce markets, commercial packers, or the grower may sell the crop him/herself.

Some farm managers are more interested in teaching and may work at a college or university. They teach courses in agriculture and especially the technical skills required to grow crops.

How Much Do They Earn?

The farm manager's salary depends on the amount of skills and responsibilities she/he has. Those who work for very large commercial farms and who also do alot of office work may share the profits of the crop and,

Las promociones son limitadas
La área de trabajo es a veces sucia
Se trabajan horas largas durante las temporadas de siembra y cosecha.

Empleos Relacionados

Mecánico de Auto
Mecánico de Equipo Pesado
Maquinista
Reparador de Aparatos

ADMINISTRADOR DE GRANJAS

Los administradores de fincas son los responsables de la mayor parte del trabajo que se requiere en una cosecha de frutas. Ellos son los que cuidan la cosecha mientras está creciendo. Cuando ya está suficientemente madura, contratan y supervisan a los trabajadores para que la cosechen.

Además de la administración de la cosecha y de los trabajadores, los administradores también se encargan de ciertos trabajos de oficina. Mantienen registros de las horas y salarios de los trabajadores. Arreglar pedidos para maquinaria, materiales y la vivienda de los trabajadores también son sus responsabilidad. La maquinaria, cercos, edificios y otros materiales deben ser reparados y cuidados aparte de las actividades relacionadas con la cosecha.

¿Cuáles Son Las Condiciones De Trabajo?

El administrador de labranza pasa la mayoría del tiempo afuera en toda clase de temperaturas. Algunas veces también tiene trabajo de oficina.

Este tipo de empleo no puede considerarse trabajo pesado pero se pone ocupado, especialmente durante la temporada de siega y poda. Se requiere caminar mucho. Existen algunos posibles peligros al trabajar alrededor de maquinaria pesada y productos químicos que se usan en la cosecha.

therefore, earn excellent salaries. Managers of small farms who do not have much experience or training are not able to earn as much as an experienced farm manager.

The average salary for an unexperienced farm manager ranges from $800-$1,000 per month. However, a highly skilled and experienced manager can earn from $1,000-$1,600 per month, and sometimes more.

What Are The Requirements?

A good farm manager is someone who really knows his/her way around the farm and about growing crops. Most growers and farm owners look for managers who have alot of experience. For this reason, on-the-job training is probably the best way to learn this trade. Experts say that it takes around 3-10 years of on-the-job training to become a highly skilled farm manager.

Schools can provide classes in agriculture science and business. These are helpful in getting some jobs but unless the person has some experience she/he is still considered a beginner.

What Are The Possibilities For Advancement?

There are not too many ways for a farm manager to be promoted. There are, of course, raises in salary from time to time. If the farm owner buys more land or if the manager goes to work for a bigger farm then there are more responsibilities in addition to the pay raise.

The best type of promotion is for a manager to become a farm owner. She/he would then be self-employed.

What Is The Outlook?

Many of the smaller farms do not need to hire farm managers to run them unless the owner has alot of other small farms and is not able to run them all alone. Some of the large commercial growers buy small farms around different areas of the country. Then, they will either lease the land out to private farmers or they will hire managers to run the farm for them.

The future of this occupation looks good in that farm managers grow old, retire or leave the field for some other reason and must then be replaced. However, the limited number of new openings each year do not look very promising.

Worker Characteristics

Persons who want to become farm managers should first of all enjoy working outdoors in all kinds of weather. Although this is not heavy labor the manager should be in good physical condition.

¿Dónde Trabajan?

Estos administradores generalmente trabajan para grandes cosecheros comerciales que tienen muchas tierras. Sus cosechas se venden a mercados mayoristas, empacadores comerciales o el cosechero puede vender su propia cosecha él mismo.

Algunos administradores están interesados en la enseñanza y pueden trabajar en una escuela o universidad, dando clases de agricultura y especialmente enseñando los conocimientos técnicos requeridos en la cosecha.

¿Cuánto Ganan?

El salario de estos administradores depende de su habilidad y responsabilidad. Los que trabajan para grandes fincas comerciales, y que tienen mucho trabajo de oficina y que además comparten las ganancias de las cosechas, ganan salarios excelentes. Los administradores de fincas pequeñas que no tienen mucha experiencia o preparación no pueden ganar tanto como uno/a con experiencia.

El promedio del salario de un administrador de labranza experto varía entre $800 y $1,000 al mes. Sin embargo un administrador experto y con grandes habilidades puede ganar hasta $1,000-$1,600 al mes, y más, algunas veces.

¿Qué Clase De Entrenamiento Se Necesita?

Un buen administrador de finca es el que conoce bien todos los aspectos de la cosecha y de la finca. La mayoría de los cosechadores y dueños buscan administradores que tienen muchos años de experiencia. Por esta razón aprender en el trabajo es probablemente la mejor manera de aprender este trabajo. Los expertos dicen que toma de 3 a 10 años de entrenamiento en el propio trabajo para hacerse un administrador de labranza con mucho conocimiento.

Ciertas escuelas ofrecen clases en ciencias de agricultura y comercio. Estas clases son convenientes para conseguir trabajo, pero, al menos que personas tengan experiencia, los demás son considerados principiantes.

¿Qué Promociones Existen?

No hay muchas posibilidades para un administrador de poder ser avanzado. Hay aumentos de salarios de vez en cuando. Si el propietario de la finca compra más tierra o si el administrador va a trabajar para una finca mayor hay responsabilidades que van junto con los aumentos de salarios.

El mejor tipo de promociones para un administrador es hacerse propietario, por lo tanto el o ella sería empleado independiente.

The manager must be able to supervise and get along with people. This is also a position that has many different kinds of responsibilities and the worker must therefore be flexible and able to handle alot of things at the same time.

Favorable Features

Good pay and benefits
Housing provided
Not really heavy labor
Could share the profits
Possible self-employment

Unfavorable Features

Limited job ladder
Outlook not very promising
Alot of responsibilities
Possible hazards from machinery and chemicals
Alot of overtime during harvest and pruning seasons
Weather may affect crop

Related Jobs

Cellar Foreman
General Farm Hand
Vineyard Manager
Livestock Hand
Vitaculturist

¿Cuáles Son Las Perspectivas Económicas?

Muchas de las fincas pequeñas no necesitan emplear un administrador excepto cuando el propietario tiene varias fincas pequeñas y no puede administrarlas todas él solo. Algunos de los grandes cosecheros comerciales compran fincas pequeñas en diferentes áreas del estado. Entonces, rentan la tierra a campesinos privados o emplean administradores para dirigir el trabajo.

El futuro de esta ocupación es bueno ya que los administradores se retiran o dejan el trabajo por alguna otra razón y esos puestos deben de ser reemplazados. Sin embargo, el número limitado de nuevos puestos creados cada año no es muy prometedor.

Características De Los Trabajadores

A las personas que desean hacerse administradores de fincas debe gustarles trabajar afuera con diferentes tipos de temperatura. Aunque no es trabajo pesado, deberán estar en buenas condiciones físicas.

El administrador debe ser capaz de supervisar y llevarse bien con la gente. Esta es una posición que tiene muchos y diferentes tipos de responsabilidades y por lo tanto debe de ser flexible y capaz de manejar muchos asuntos al mismo tiempo.

Aspectos Favorables

Buen sueldo y beneficios
Vivienda
No es trabajo pesado
Puede compartir las ganancias
Posibilidad de empleo independiente

Aspectos No Favorables

Ascensos limitados
Perspectiva no muy prometedora
Muchas responsabilidades
Posibles peligros de máquinas y productos químicos.
Horas extras durante la temporada de siega y poda
El tiempo puede afectar la cosecha.

Trabajos Relacionados

Encargado de bodega
Ayudante general de granja
Administrador de viñas
Jornalero de ganadería
Viticultor

AGRICULTURAL TECHNICIAN

Agricultural technicians work closely with scientists to grow and prepare food. They work to control the quality of food and to find better ways of preparing food for humans. They can specialize in working with plants, animals or the soil.

Where Are They Employed?

In 1976 about two-thirds of these technicians worked in private industry. The Federal and State Governments employed the majority of them. Others worked for colleges, universities and non-profit organizations.

What Are The Working Conditions?

Since technicians are a part of a team, they work under the supervision of engineers and scientists.

They work 40 hours a week. Most of this time is spent outdoors doing tests. The rest of the time, workers plan tests and write reports.

What Salaries Do They Earn?

In 1977, the Federal Government offered starting salaries of $6,572 a year to high school graduates with no experience. Workers with a two year college degree earned $8,316 a year. Those with more education earned higher salaries.

Salaries for experienced workers were as high as $16,000 a year. Wages in private industry were slightly higher.

What Promotions Are Available?

Technicians usually begin as trainees. After getting some experience they work under less supervision. Some technicians move into supervisory positions.

Workers who return to college for further training can become scientists or engineers.

What Is The Outlook For This Occupation?

Job opportunities for agricultural technicians are expected to be good through the 1980's. Graduates from technical training programs and/or community colleges have the best chances of getting these jobs.

Besides these new job openings, other workers will be needed to replace those who leave the field.

TECNICO AGRICOLA

Los técnicos agrícolas trabajan de cerca con científicos en la producción y proceso de comida. Se encargan de controlar la calidad de la comida, y de desarrollar métodos nuevos para preparar comida para la gente. Se pueden especializar en plantas, animales o en la tierra.

¿Dónde Trabajan?

En 1976 alrededor de 2/3 de estos técnicos trabajaron en la industria privada. El gobierno federal y estatal emplearon a la mayoría de ellos. Otros trabajaron para universidades, escuelas y organizaciones sin intereses económicos.

¿Cuáles Son Las Condiciones De Trabajo?

Como estos técnicos forman parte de un equipo, trabajan bajo la supervisión de ingenieros y científicos.

Trabajan 40 horas a la semana. La mayoría del tiempo trabajan afuera haciendo pruebas. El resto del tiempo, se dedican a planear pruebas y a escribir reportes.

¿Cuánto Ganan?

En 1977, el gobierno federal ofreció para comenzar, salarios de $6,572 al año para los graduados de escuela secundaria sin experiencia. Los trabajadores con un título de 2 años de universidad ganaron $8,316 al año. Las personas con educación más elevada ganaron mayores sueldos.

Los salarios para trabajadores expertos fueron hasta de $16,000 al año. Los sueldos en la industria privada fueron un poco más altos.

¿Qué Promociones Existen?

Los técnicos generalmente empiezan como apréndices. Después de adquirir experiencia, trabajan bajo menos supervisión. Algunos técnicos suben a posiciones de supervisión. Los trabajadores que regresan a la universidad para tomar más conocimientos pueden hacerse científicos o ingenieros.

¿Cuáles Son Las Perspectivas Económicas?

Las oportunidades de trabajo para los técnicos agrícolas se espera que sean buenas para los años 1980-90. Los graduados de los programas para técnicos y de las escuelas de 2 años tienen mejores posibilidades de conseguir estos trabajos.

Además de las posiciones nuevas, se necesitarán empleados para reemplazar a los que dejan la profesión.

What Training Is Needed For This Position?

Anyone can qualify for a job as an agricultural technician with a combination of education and experience. Specialized training is available at technical institutes, community colleges, and vocational training schools.

What Are Some Worker Traits?

Anyone interested in a career as an agricultural technician should enjoy working outdoors. The work is very technical and involves math and science. A worker should be flexible enough to work well alone and with others.

Favorable Features

Little formal training is needed
Job outlook is good
Most of the work is outdoors

Unfavorable Features

Limited promotions
Work outdoors in all kinds of weather

What Are Some Related Occupations?

Engineer
Argonomist
Farm Manager

¿Qué Tipo De Entrenamiento Se Necesita?

Cualquier persona con educación y experiencia puede calificar para un trabajo de técnico agrícola. Se ofrecen clases para aprender en institutos técnicos, escuelas comunitarias de 2 años, y escuelas de aprendizaje vocacional.

Características De Los Trabajadores

Una persona interesada en una carrera como la de técnico agrícola debe disfrutar el trabajo afuera. El trabajo es muy técnico e incluye matemáticas y ciencias. El empleado deberá ser flexible para poder trabajar solo y con otros.

Aspectos Favorables

Poco aprendizaje formal
Buenos sueldos en el futuro
La mayoría del trabajo es afuera

Aspectos Desfavorables

No hay muchas promociones
Diferentes tipos de temperaturas cuando se trabaja afuera.

Trabajos Relacionados

Ingeniero
Agrónomo
Encargado de Granja

FARM LABOR SUPERVISOR

Farm labor supervisors organize planting, cultivating, harvesting and other work activities. They schedule work for the farm laborers and hire more workers for the harvest. Other duties include teaching new employees to use tools and machinery, keeping records of the crops and making sure the jobs are done right.

Where Are They Employed?

Farming is done in almost every county of the nation. About one-third of the farming is done in the following States: Texas, Missouri, Iowa, North Carolina, Tennessee, Kentucky, California and Kansas. More than half of these workers are involved in raising crops, the rest raise livestock (cattle, hogs, sheep, and poultry). Only a few farm labor supervisors work on farms that produce dairy products.

What Are The Working Conditions?

Most of the jobs in agriculture are seasonal - busy during planting and harvesting, and slow during the rest of the year. For this reason, farm workers work 6-7 months of the year. Workers try to find off-farm jobs during the slow seasons.

Farm work can be dangerous. Many workers are injured while using farm machinery. Also, they can get sick from working with pesticides and chemicals used on the farm.

Many farm laborers are members of the United Farmworkers Union or other unions.

What Salaries Do They Earn?

In 1976, farm labor supervisors earned about $4.39 an hour. Some workers get an allowance for housing, and are members of cooperatives that sell them supplies at a lower cost.

What Promotions Are Available?

Promotions for farm labor supervisors are very limited. A few become farm managers, tenant farmers or own their own land.

What Is The Outlook For This Occupation?

The number of jobs in this field is expected to decrease. The use of more and larger manchinery has replaced many workers.

SUPERVISOR DE TRABAJO DE GRANJA

Los supervisores de trabajo de granja en el campo coordinan la plantación, el cultivo, la siega y otras actividades de trabajo. Programan el trabajo para los campesinos y emplean nuevos trabajadores para la cosecha. Otras obligaciones incluyen enseñar a los nuevos empleados a utilizar las herramientas y la maquinaria, mantener el registro de las cosechas y asegurar que el trabajo se haga bien.

¿Dónde Trabajan?

El trabajo de granja se hace en casi todos los estados de la nación. Alrededor de una tercera parte de todo este trabajo se hace en los siguientes estados: Texas, Missouri, Iowa, North Carolina, Tennessee, Kentucky, California y Kansas. Más de la mitad de los trabajadores se dedican a la plantación de la cosecha, el mantenimiento del ganado, (vacas, puercos, ovejas, y pollos) solo unos pocos de los labradores trabajan en granjas de productos de leche.

¿Cuáles Son Las Condiciones De Trabajo?

La mayoría de los trabajos en agricultura son temporales: Mucho durante la plantación y la cosecha y poco durante el resto del año. Por esta razón, los trabajadores trabajan 6 o 7 meses del año, y tratan de encontrar diferentes trabajos fuera del campo hasta la siguiente temporada.

El trabajo de labranza puede resultar peligroso. Muchos trabajadores se lastiman usando la maquinaria de trabajo. Además existe la posibilidad de enfermedad por trabajar con abonos y productos químicos utilizados en la tierra.

Muchos labradores son miembros de la unión de trabajadores o de otras uniones.

¿Cuánto Ganan?

En 1976, los supervisores de labranza ganaban alrededor de $4.39 la hora. Algunos trabajadores reciben beneficios de vivienda, y son miembros de cooperativas que les venden cosas a costos más bajos.

¿Qué Promociones Existen?

Las promociones para los supervisores de labranza son muy limitadas. Algunos se hacen administradores de granja o dueños.

¿Cuáles Son Las Perspectivas Económicas?

Se espera que no haya muchos trabajadores de esta clase en el futuro.

Since the cost of living has gone up, it is difficult for individuals to start their own farms.

What Training Is Needed For This Job?

A farm labor supervisor should have many years of experience of living or working on a farm. It is helpful to have experience as a farm laborer and knowledge of the different farm activities. Other skills, such as farm manchinery repair work, operating all the equipment and building maintenance are also helpful.

What Are Some Worker Traits?

Farm labor supervisors should be in excellent physical condition. They sometimes work long hours in the hot sun lifting and carrying heavy objects.

Favorable Features

No formal training is needed
Can be union members
Work is outdoors
Housing is sometimes provided

Unfavorable Features

Work long hours during planting and harvesting
Limited promotions
Job is sometimes hazardous
Outlook is not favorable
Heavy labor
Worker is responsible for all work crews

What Are Some Related Occupations?

Agriculture Technician
Farm Advisor
Cellar Foreman
Labor Contractor

El uso de nuevas y mejores máquinas está reemplazando a muchos trabajadores.

Como el costo de vida ha subido, es difícil para la gente emprender su propio negocio con su propia tierra.

¿Qué Tipo De Entrenamiento Se Necesita?

Un supervisor de labranza debe tener muchos años de experiencia trabajando o viviendo en el campo. Es conveniente tener experiencia y conocer las diferentes actividades del campo. Otros conocimientos como reparación de maquinaria, operación del equipo y mantenimiento de las instalaciones es también conveniente.

Características De Los Trabajadores

Los labradores deben estar en perfectas condiciones físicas. Algunas veces trabajan horas extras bajo el sol, levantando y transportando objetos pesados.

Aspectos Favorables

No se necesita educación formal
Pueden ser miembros de unión
Trabajo afuera
Se les dan casas algunas veces

Aspectos Desfavorables

Horas extras durante la plantación y recolección
Promociones limitadas
Trabajo peligroso algunas veces
El futuro económico no es favorable
Trabajo pesado
Responsable de los demás labradores

Ocupaciones Relacionadas

Técnico de Agricultura
Consejero de Granja
Encargado de Bodega
Contratador de Trabajo

NURSERYMAN

A nurseryman grows trees, shrubs, and other plants. Her/his work depends on the size of the nursery and the degree of specification. Most nurserymen buy and sell plants, prepare the soil used to grow plants, inspect the plants for insects or diseases, fertilize plants and get rid of insects and weeds by using chemicals (pesticides and herbicides).

Some nurserymen plan landscape designs for their customers. They give advice on the selection of plants as well as information on gardens and lawns.

Where Are They Employed?

Nurserymen work in retail nursery companies, parks, greenhouses, mail order companies, garden centers, schools and a few other places. They may be in business for themselves or work for government agencies. Those who work in government positions are involved in administration, inspection, law enforcement or other agriculture extension services.

What Are The Working Conditions?

The nurseryman spends most of her/his time working out-of-doors, in open beds, shade houses or in greenhouses.

During certain seasons of the year nurserymen work in bad weather. When it is too cold or raining, they work indoors packaging plants, repairing equipment, painting and making decorations.

Employees usually work 40 hours a week. Owners and managers may work long and irregular hours.

Work is long and hard during the busy spring and fall seasons, but generally the conditions are pleasant.

What Salaries Do They Earn?

In early 1978, inexperienced workers started at $100 a week. Experienced workers earned from $125 to $150 a week. The Federal Government offered salaries of $8,200 to $17,500 a year depending on the individual's education and experience. Nurserymen in private industry usually earn higher salaries than those workers in colleges, universities or government agencies.

What Promotions Are Available?

Experienced workers can be promoted to supervisory positions or start their own businesses. Those workers who receive formal education can specialize in testing and inspection, research or administration.

ENCARGADO DE PLANTEL

Los encargados de plantel se dedican a plantar árboles, arbustos y otras plantas. Su trabajo depende del tamaño del plantel y de su especialidad. La mayoría de estos empleados compran y venden plantas, preparan el terreno que se usa para cultivar, inspeccionan las plantas contra insectos y enfermedades, fertilizan las plantas y las limpian de insectos y maleza por medio de productos químicos (insecticidas y productos herbícolas).

Algunos empleados de plantel planean diseños de paisajes para sus clientes. También dan consejos en la elección de plantas e informan sobre jardines y prados.

¿Dónde Trabajan?

Estos empleados trabajan en planteles pequeños, parques, invernaderos, compañías de encargo por correo, centros de jardinería, escuelas y algunos otros lugares. Algunos trabajan independientemente y otros para agencias del gobierno. Aquellos que trabajan en posiciones con el gobierno están relacionados con servicios de administración, inspección, aplicación de la ley, y otras extensiones de la agricultura.

¿Cuáles Son Las Condiciones De Trabajo?

El encargado de plantel pasa la mayor parte del tiempo trabajando afuera, en llanuras abiertas, sombrillas o en invernadero.

Durante ciertas temporadas del año está expuesto a trabajar con mal tiempo. Cuando hace mucho frío o llueve, trabajan adentro empacando plantas, reparando equipo, pintando o decorando.

Estos empleados generalmente trabajan 40 horas a la semana. Los dueños y administradores puede que tengan que trabajar horas extras e irregulares.

El trabajo es largo y duro durante la temporada de primavera y otoño, pero generalmente las condiciones de trabajo son buenas.

¿Cuánto Ganan?

A principios de 1978, los trabajadores sin experiencia empezaban con $100 a la semana. Aquellos con experiencia ganaban $125 o $150 a la semana. El gobierno federal ofrecía salarios de $12,000 a $17,500 al año, de acuerdo a la educación de la persona y su experiencia. Los empleados en los trabajos privados generalmente ganan sueldos más altos que los trabajadores en escuelas, universidades o agencias del gobierno.

What Is The Outlook?

A large increase in the demand for nursery products is expected. This will create a demand for more nursery workers. Modern construction calls for beautiful and useful landscape. This along with other factors are likely to help the growth in landscaping occupations. Beginning workers in large nurseries can specialize in one area of nursery work.

What Training Is Needed?

There are no formal education requirements to enter into this kind of work. Employers prefer high school graduates. Those workers who have completed some college work have a better chance in getting promotions. Most workers receive on-the-job training under experienced workers. Once they learn one job they are transferred to another job until they have learned all of the duties of the job. This training period depends on the size of the nursery and the time it takes each worker to learn the job.

What Are Some Worker Traits?

Workers should enjoy growing things. Good health, average strength, patience, neatness and imagination are also important. Workers must have full use of their hands, good hand-eye coordination and be able to notice differences in colors and forms.

Favorable Features

Work is satisfying
Work is outdoors
Good advancement opportunities
Can begin their own businesses
Room for creative, artistic expression
Can work in a variety of places
Can specialize within nursery

Unfavorable Features

Must work in all kinds of weather
Is exposed to pesticides and other chemicals
Work sometimes requires physical labor
Overtime work during spring and fall

What Are Some Related Occupations?

Landscape Architect
Floral Designer
Horticulturalist
Groundskeeper

¿Qué Promociones Existen?

A los trabajadores expertos se les pueden dar posiciones de supervisión o pueden comenzar su propio negocio. Los que tienen educación formal pueden especializarse en inspección, investigación o administración.

¿Cuáles Son Las Perspectivas Económicas?

Se espera un gran aumento en la demanda de productos de plantel. Esto hará al mismo tiempo una gran demanda de trabajadores de plantel. La construcción moderna crea la tendencia de usar pisajes bellos y que sirvan de algo. Esto, aparte de otras cosas, va a ayudar al crecimiento de trabajos en jardinería. Los trabajadores que comienzan en planteles grandes se pueden especializar en una área específica del trabajo.

¿Qué Tipo De Entrenamiento Se Necesita?

No se necesita educación formal para entrar en este tipo de empleo. Unicamente se prefieren graduados de escuela secundaria. Los trabajadores con algún tipo de educación de universidad tienen más posibilidades de ser avansados. La mayoría de los trabajadores reciben preparación en el mismo trabajo bajo otros trabajadores expertos. Una vez que aprenden un trabajo son cambiados a otro hasta que aprenden todos los aspectos del trabajo. Este período de aprendizaje depende del tamaño del plantel y del tiempo que le toma a cada persona para aprender el trabajo.

Características De Los Trabajadores

A estos trabajadores les debe gustar el crecimiento y la plantación de plantas. Buena salud, fuerza normal, paciencia, limpieza e imaginación son también importantes. Estos empleados deben poder usar bien sus manos, buena vista, y deben saber distinguir colores y formas.

Aspectos Favorables

Trabajo que satisface
Trabajo afuera
Buenas posibilidades de promociones
Posibilidad de comenzar un trabajo propio
Expresión artística y creativa
Diferentes lugares para trabajar
Especializaciones

Aspectos Desfavorables

Toda clase de tiempo y temperatura
Exposición a productos químicos y herbícolas
En ocaciones hay trabajo duro

AGRONOMIST

Agronomists develop new methods of growing crops to improve their quality. They study planting, cultivating and harvesting crops. They study the effects of weather changes on their production. They also develop ways of controlling pests, weeds and crop diseases.

Where Are They Employed?

Most agronomists held teaching and research jobs in colleges and universities. Many worked for state agricultural colleges, agricultural experiment stations, and government agencies. A few worked in private industry, non-profit research organizations or were self-employed.

What Are The Working Conditions?

Those agronomists involved in research and development spend most of their time in well-lighted, well-ventilated, clean laboratories. Some jobs require working in bad weather doing heavy labor. Agronomists work an average of 40 hours a week. It is common for a worker to be involved in some research that is separate from his job.

What Salaries Do They Earn?

In 1977, the Federal Government offered starting salaries as follows: $9,303-$11,523 a year for a bachelor's degree; $11,523-$14,097 a year for a master's degree; and $17,056-$20,442 a year for a doctoral degree. The wages depend on school records and experience of the applicant.

What Promotions Are Available?

Promotions are often limited to those who have higher degrees. Many colleges and universities offer advanced degrees in agronomy that require research, field work and classroom studies. Agronomists with advanced degrees and experience can move into jobs such as supervisors of research programs.

What Is The Outlook Of This Occupation?

Employment opportunities for persons with advanced degrees are expected to be good through the mid-1980's. Competition for jobs with lesser degrees will be high. In addition to the new positions, workers will be needed to replace those who leave this line of work.

What Training Is Needed?

Anyone interested in a career in agronomy should plan to get an advanced degree, either a masters' or Ph.D. degree. A master's degree is necessary for

Horas extras durante primavera y otoño

Trabajos Relacionados

Arquitecto de Paisaje
Horticolista
Diseñador Floral
Encargado de Terreno

AGRONOMO

Los agrónomos desarrollan nuevos métodos de cosechar productos para mejorar su calidad. Estudian como plantar, cultivar y segar cosechas. Estudian como los cambios de temperatura afectan su producción. También desarrollan formas de controlar pestes, malas hierbas e infecciones de la cosecha.

¿Dónde Trabajan?

La mayoría de los agrónomos mantienen trabajos enseñando e investigando en colegios y universidades. Muchos trabajan para escuelas de agricultura del estado, estaciones experimentales de agricultura, y agencias del gobierno. Algunos trabajan en la industria privada, organizaciones de investigación sin ganancias económicas, o trabajan solos.

¿Cuáles Son Las Condiciones De Trabajo?

Los agrónomos dedicados a la investigación y desarrollo pasan la mayor parte del tiempo en laboratorios con bastante luz, con aire y limpios. Algunos empleos requieren trabajar en condiciones de temperaturas muy duras, y trabajo pesado. Los agrónomos trabajan 40 horas a la semana. También es normal que un empleado se dedique a hacer algo de investigación afuera de su trabajo.

¿Cuánto Ganan?

En 1977, el gobierno federal ofreció, para comenzar, los salarios siguientes: $9,303-$11,523 dolares al año para los graduados con un B.A.

jobs in applied research and college teaching. The Ph.D. degree is required for independent research and administrative jobs.

Graduates with a bachelor's degree can start careers in testing and inspecting jobs or in technical sales.

What Are Some Worker Traits?

Agronomists must be able to work independently or as part of a team. They must be able to express themselves verbally and in writing. It is helpful to be patient, dedicated and in good physical health.

Favorable Features

Can work independently or as part of a team
Laboratories are clean, well-lighted and well-ventilated
Good pay
Benefits
Good employment opportunities
Employment outlook is favorable

Unfavorable Features

Sometimes work in bad weather
May include heavy labor
Promotions limited to higher degrees
Much formal training and experience needed

What Are Some Related Occupations?

Horticulturist
Animal Husbandry Specialist
Botanists
Food Chemist
Soil Scientist

Bachiller; $11,523-$14,097 al año para los graduados con una Maestría; y $17,056-$20,442 al año para los graduados con un doctorado. Los salarios dependen de las capacidades académicas y de la experiencia del aplicante.

¿Qué Promociones Existen?

Las promociones a menudo, las hay solo para los que tienen los títulos mas altos.

Muchas escuelas y universidades ofrecen títulos avanzados en agronomía que necesita investigación, trabajo en el campo y estudios en clase. Los agrónomos con títulos altos y experiencia pueden subir a empleos como supervisores de programas de investigación.

¿Cuáles Son Las Perspectivas?

Las oportunidades de empleo para esas personas con títulos altos, se espera que sean buenas durante la década de los 80s. La competencia para estos trabajos para las personas con títulos no muy altos será muy grande. Además de las nuevas posiciones, se necesitarán trabajadores para reemplazar a los que abandonan el trabajo.

¿Qué Tipo De Entrenamiento Se Necesita?

Toda persona interesada en una carrera en agronomía debe hacer planes para obtener un título elevado como una maestría o un doctorado. La maestría es necesaria para esos empleos en investigación aplicada y enseñanza en universidades. El doctorado se necesita para hacer investigaciones solo y trabajos administrativos.

Los graduados con un grado de bachiller pueden emprender carreras en trabajos de inspección y comprobación asi como en ventas técnicas.

Características De Los Trabajadores

Los agrónomos deben de saber trabajar tanto solos asi como en grupo. Tienen que saber hablar bien y escribir bien. También es bueno tener paciencia, ser dedicado y estar en buena salud física.

Aspectos Favorables

Trabajo solo o en grupos
Los laboratorios son limpios, bien iluminados y bien ventilados.
Buenos sueldos
Beneficios
Buenas oportunidades de empleo
Buen futuro económico

Aspectos Desfavorables

Algunas veces se trabaja en temperaturas malas

Puede incluir trabajo pesado

Las promociones están limitadas solo a los títulos elevados.

Se requiere preparación formal y experiencia

Trabajos Relacionados

Horticultor

Especialista de Economía Doméstica de Animales

Botánicos

Químico de Comida

Científico de Tierra

Monograph B

Monógrafo B

MANUFACTURING

FABRICACION

FABRICADOR

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MANUFACTURING

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INTRODUCTION

Manufacturing is a big part of this country's economy and it also affects our everyday lives. We use things that have been manufactured, made by machines, in almost everything we do. The foods we eat; the clothes and shoes we wear; the cars we drive; the instruments we play; and many other things we use are made in manufacturing plants.

A manufacturer's main goal is to make sure that everything goes smoothly in the making and putting together of products. These products are usually made very quickly and in very large amounts. Many small, detailed steps are involved and require alot of workers to do the various jobs in this huge industry. They are responsible for designing, making, and putting together the many types of things that they manufacture. Manufacturing workers make up about ½ of all the employment in industrial jobs.

Most of the employees in manufacturing are laborers, or unskilled workers. They do jobs that do not require alot of training or skill. These jobs usually do not offer many opportunities to move up the job ladder, and there are few increases in pay. Some of the highly skilled positions may require a formal education and training but in general they do not. Experience is also very important because it makes the worker more valuable.

Getting the necessary training for occupations in manufacturing is not very difficult. There are many apprenticeship programs available and some employers may even provide on-the-job training. Therefore, it is not hard to qualify for most of these positions.

There is a problem in getting into this industry, and that is finding a job opening. Workers who are trained and highly skilled may not have as much of a problem as those who are looking for trained positions. Overall, the job outlook and the employment growth rate are not expected to be very good for the next ten years. Other than replacement of workers who leave their trade for some reason; a few growing businesses; and, the possibility of self-employment, there will not be many annual job openings.

INTRODUCCION

La manufactura es una gran parte de la economía de este país y también afecta nuestras vidas cada día. En casi todo lo que hacemos usamos cosas que han sido fabricadas. Los alimentos procesados que comemos; la ropa y zapatos que usamos; los carros que manejamos; los instrumentos que tocamos; y varias otras cosas que usamos son hechas en fábricas.

La meta principal de un fabricante es asegurarse de que todo va bien en la producción y la asambleación de los productos. Por lo general, estos productos se hacen rapidamente y en grandes cantidades. En esta industria grande hay pasos pequeños y detallados que están envueltos y requieren que muchos trabajadores hagan los varios trabajos que se necesitan. Son responsables del diseño, la hechura, y la unión de varios tipos de cosas que fabrican. De todos los trabajos industriales 1/4 de ellos trabajan en fabricación.

La mayor parte de los empleados en fabricación son obreros, o trabajadores no calificados. Hacen trabajos que no requieren mucho entrenamiento ni habilidades. Estos empleos usualmente son limitados en oportunidades de trabajo y aumentos de sueldo son muy limitados. Algunos puestos altos pueden requerir alguna educación formal y entrenamiento pero en general no lo requieren. La experiencia también es muy importante porque aumenta el valor del trabajador.

Obtener el entrenamiento necesario de ocupaciones en fabricación no es muy difícil. Hay varios programas de aprendizaje disponibles y algunos patrones a veces hasta ofrecen entrenamiento en el trabajo. Por esto no es difícil calificar para la mayoría de estos puestos.

El único problema de poder entrar a esta industria es encontrar un puesto de empleo. Los trabajadores quienes están entrenados y altamente calificados no tienen tantos problemas como los que están buscando puestos de entrenamiento. En general, la perspectiva y el crecimiento de empleo, no se espera que sea bueno para los próximos diez años. Si no fuera por el reemplazamiento de trabajadores que han dejado su oficio por alguna razón; unos cuantos negocios grandes; y la posibilidad de empleo propio, no hubieran puestos de empleo.

BOOKBINDER AND BINDERY WORKER

Bindery workers are responsible for putting together books, magazines, and business forms. Binding includes many steps. Some are done by hand and others by machinery. There are jobs included in bindery work that a beginner can do and some that only a highly skilled worker can do.

Putting books together takes alot of planning. The type of paper, cover, and actual binding process to be used must be planned out carefully. Also, how long it will take to complete a job should be figured out ahead of time.

What Are The Working Conditions?

Binderies are very noisy because of all the machinery used. The surroundings are like that of any other factory and not very comfortable to work in.

The workers must be on their feet most of the time and sometimes they will have to lift heavy loads. The work week is usually 35 hours long with few weekend and nights shifts.

Like in other factory work, there are many hazards in bindery work. Bindery workers must be careful when operating machinery. Many binderies are installing safety guards to prevent accidents.

Where Do They Work?

In 1976, there were 80,000 bookbinders and bindery workers in the United States. Most of them were employed by binderies that specialized in putting books and magazines together. Others worked for book publishers and commercial printing plants and large libraries. The federal government also employs bindery workers for different types of bindery jobs.

The larger cities seem to have more job opportunities than smaller towns and cities might have.

How Much Do They Earn?

Bookbinders and bindery workers can earn anywhere from $2.50 to $9.00 an hour. The actual amount depends on how much experience and skill the worker has, and if she/he is under union contract. Workers that are not under union contract earn lower wages than workers who are.

ENCUADERNADOR

Los encuadernadores son responsables de juntar libros, revistas y formas que usan los negocios. El encuadernamiento requiere muchos pasos. Algunos son hechos a mano y otros a máquina. Existen empleos que están incluidos en el trabajo de encuadernar que se pueden hacer por un principiante y otros que solamente se pueden hacer por un trabajador altamente calificado.

Para hacer cuadernos se necesita planear mucho. El tipo de papel, el forro, y el proceso verdadero que se va a usar debe ser planeados muy cuidadosamente. También planear el tiempo que se necesitará para terminar el trabajo debe planearse antes de empezar el trabajo.

¿Cuáles Son Las Condiciones De Trabajo?

Las fábricas de encuadernar son muy ruidosas a causa de todas las máquinas que se usan. El ambiente es como el de cualquier fábrica y no muy confortable para trabajar.

Los trabajadores tienen que estar de pié la mayor parte del tiempo y a veces tienen que levantar cargas pesadas. Usualmente el horario del trabajo por semana es de 35 horas. No es común trabajar los fines de semana ni de noche.

Como en otros trabajos de fábrica, también hay peligros en el trabajo de encuadernar. Los trabajadores de encuadernar deben tener mucho cuidado al operar la maquinaria.

Muchas fábricas de encuadernar están instalando guardias de seguridad para prevenir accidentes.

¿Dónde Trabajan?

En 1976, habían 80,000 encuadernadores de libros y trabajadores de encuadernación en los Estados Unidos. La mayoría de ellos estaban empleados en fábricas de encuadernar que se especializaban en juntar libros y revistas. Otros trabajaban con publicadores de libros, imprentas comerciales y bibliotecas grandes. El gobierno federal también emplea trabajadores de encuadernar para varios tipos de trabajos de encuadernar.

Las ciudades grandes parecen tener más oportunidades de empleo que los pueblos y ciudades pequeñas.

¿Cuánto Ganan?

Los encuadernadores de libros y los trabajadores de fábricas de encua-

What Are The Requirements?

Employers prefer applicants who have graduated from high school who are at least 18 years old, and who know a little about bindery work. Some are willing to train beginners on the job.

A formal apprenticeship program is probably the best way to get trained for this trade. These programs provide both on-the-job and classroom training. Apprentices are taught basic bindery work, operation and repair of machinery, and specialized skills. The programs may take 4 to 5 years to complete. When they finish the program, apprentices become journey-level bookbinders.

What Are The Possibilities For Advancement?

Upward mobility in this trade is very limited. Bindery workers who work for large binderies can work their way up to supervisory or managerial positions - if they have the necessary skills. Other workers will go into a specialized skill so that they can earn higher wages. The rest may not stay with the trade very long or they may go into some related job.

What Is The Outlook?

Although many new bindery workers will be needed to replace those who leave the field, the overall growth rate will be very slow. Much of this will be due to new types of machinery that do the same amount of work that it now takes quite a few workers to do.

Worker Characteristics

Bookbinders and bindery workers must be able to put up with work that is never done. Binding includes many steps, but workers are usually only responsible for doing one particular job. It takes a person who is patient, neat, and has good eyesight. Skilled hands and fingers are also important.

Favorable Features

No formal training is necessary
Good earnings are possible
Some unions
Benefits
Paid for overtime work

Unfavorable Features

Job hazards
Must stand alot

dernar pueden ganar desde $2.50 hasta $9.00 la hora. La cantidad verdadera depende en la cantidad de experiencia y habilidad que tenga el trabajador, y si trabaja bajo contrato de unión. Los empleados que no están en unión ganan sueldos más bajos.

¿Cuáles Son Los Requisitos?

Los patrones prefieren solicitantes que se han graduado de la secundaria que tengan por lo menos 18 años de edad, y que sepan un poco del trabajo de encuadernar. Algunos patrones están dispuestos a enseñar a los principiantes en el trabajo.

Un programa formal de aprendizaje es probablemente la mejor forma de entrenarse para este oficio. Ellos proporcionan el entrenamiento en el trabajo y también entrenamiento en el salón de clases. Se les enseña a los principiantes el trabajo básico de encuadernar, la operación y reparación de la maquinaria, y las habilidades especializadas. Los programas pueden tomar de 4 a 5 años para terminar. Cuando terminan el programa, los aprendices se convierten en encuadernadores de nivel oficial.

¿Cuáles Son Las Posibilidades De Adelantamiento?

La oportunidad de adelantamiento para este empleo es muy limitado. Los trabajadores de encuadernar que trabajan para fábricas grandes de encuadernar pueden subir a puestos de supervisores o a puestos de manejamiento si ellos tienen las habilidades que se necesitan. Otros trabajadores entran a una especialidad para ganar sueldos más altos. Los demás tal vez no se quedarán en este oficio por mucho tiempo o quizás entrarán a un trabajo relacionado.

¿Cuál Es La Perspectiva?

Aunque se necesitarán muchos trabajadores nuevos para reemplazar a los que salen de este oficio, el crecimiento en total será muy despacio. Mucho de esto se deberá a los nuevos tipos de maquinaria que hace la misma cantidad de trabajo que hacen unos pocos.

Características Del Trabajador

Los encuadernadores y los trabajadores de encuadernar en fábricas deben poder aguantar el trabajo repetido. Encuadernar incluye muchos pasos pero usualmente los trabajadores solamente son responsables de hacer un solo trabajo. Este trabajo requiere a una persona que sea paciente, aseada y que tenga buena vista. Es importante tener manos y dedos hábiles.

Rasgos Favorables

No se necesita entrenamiento formal
Es posible tener un buen sueldo

Poor job outlook
Work surroundings not very comfortable
Limited advancement opportunities
May be physically demanding

Related Jobs

Printing Press Operator
Inlayer
Lithograph-Press Operator
Plate Maker
Composing-Room Machinest

SHEET METAL WORKER

A sheet metal worker cuts, puts together and installs light gauge sheet metal. They make pipes and tubes for heating and air conditioning, roofing, storefronts, gutters and downspouts. Most of the work is done at the shop. They work from blueprints as they measure, cut, bend, shape and fasten the pieces of metal. Sometimes, the workers make the parts at the work site, using hammers, shears, drills and presses.

Where Are They Employed?

In 1976, there were 65,000 sheet metal workers in the construction industry. Most were employed by contractors who specialize in heating, air-conditioning and residential and commercial buildings. Some sheet metal workers are hired by government agencies. A few are self-employed. Most of the jobs are found in areas with large populations.

What Are The Working Conditions?

A lot of time is spent at the worksite, working both indoors and outdoors. Some workers spend all of their time in shops. Others work in areas ranging from high rooftops to cramped cooling systems where they work in awkward positions.

Hay algunos beneficios de unión
Se les paga el tiempo de trabajo extra

Rasgos Desfavorables

Peligros en el trabajo
Tienen que estar de pié por mucho tiempo
Hay mala perspectiva de trabajo
Los alrededores del trabajo no son agradables
Adelantamiento es limitado
Puede ser físicamente exigente

Trabajos Relacionados

Operador de Máquina para Imprimir
Incrustador
Operador de Prensa de Litografía
Fabricante de Planchas de Imprimir
Mecánico del Cuarto de Composiciones de Imprenta

TRABAJADOR DE LAMINAS DE METAL

El trabajador de láminas de metal corta, junta e instala ojas de metal liviano. Hacen tubos de calentación y aire acondicionado, techados, montan las ventanas de exhibición y arreglan goteras y espitas.

La mayor parte del trabajo se hace en el taller. Trabajan con heliografía para medir, cortar, doblar, formar y pegar la mayoría de las piezas que se necesitan. A veces, los trabajadores hacen las partes en el lugar de trabajo, usando martillos, tijeras, perforadora y prensa.

¿Dónde Trabajan?

En 1976, habían 65,000 trabajadores de láminas de metal en la industria de la construcción. La mayoría fueron empleados por contratistas quienes se especializan en califacción, acondicionamiento de aire y edificios residenciales y comerciales. Algunos de los trabajadores de oja de metal son empleados por las agencias de gobierno. Unos pocos son empleados por sí mismos. La mayoría de los empleos se encuentran en áreas con grandes poblaciones.

¿Cuáles Son Las Condiciones De Trabajo?

Se emplea mucho tiempo en el lugar de trabajo, trabajando dentro o afuera. Algunos trabajadores emplean todo su tiempo en los talleres. Sus

They work between 35-40 hours a week. Wages are higher for night shifts and double time is paid for overtime work. Work areas are noisy and sometimes oily and greasy.

Many sheet metal workers are members of the Sheet Metal Workers' International Association.

What Salaries Do They Earn?

In 1976, union workers earned $10.10 an hour. Sheet metal apprentices earn about half of this. Wages increase with experience.

What Promotions Are Available?

A worker is promoted from apprentice to journeyman then to sheet-metal worker. A few sheet metal workers in construction move into supervisor positions or into a contracting business of their own.

What Is The Outlook For This Job?

Some new jobs will be created because of the population growth. Besides these new openings, workers will be needed to replace those who leave the field. The number of job openings depend on the amount of construction each year. If the number of apprenticeships says the same, the skilled sheet-metal trade is likely to grow slowly.

What Training Is Needed?

Some sheet metal workers get trained in apprenticeship programs that last 4 years and include classroom training. Workers who are trained on-the-job start by carrying metal or cleaning the shop. Slowly they learn the different duties of this job. And, with more experience, they move up to more difficult jobs.

Favorable Features

No formal education is needed
Union membership
Good pay
Benefits

Unfavorable Features

Work area is noisy and dirty
Many job hazards
Workers must provide some of their small tools

áreas de trabajo varían de techos altos a sistemas de refrigeración apretadas donde trabajan en posiciones difíciles.

Trabajan entre 35 - 40 horas a la semana. Los sueldos son más altos para los turnos de noche. Tiempo doble se paga por el trabajo extra. La área de trabajo es ruidosa y a veces aceitosas y grasosas.

Varios de los trabajadores de oja de metal son miembros de la Sheet Metal Workers' International Association.

¿Cuánto Ganan?

En 1976, los trabajadores de unión ganaban $10.10 la hora. Los principiantes de oja de metal ganaban la mitad de este sueldo. Con experiencia los sueldos aumentan.

¿Qué Promociones Hay Disponibles?

Un trabajador es promovido de aprendiz a jornalero luego a trabajador de lámina de metal. Los trabajadores de lámina de metal en construcción se mueven a puestos de supervisión o a negocio de contratación.

¿Cuál Es La Perspectiva Para Este Trabajo?

Algunos empleos nuevos serán creados por el crecimiento de la población. Aparte de estos puestos nuevos, se necesitarán los trabajadores para reemplazar a los que dejan el campo. El número de los puestos de empleo dependen en la cantidad de construcción cada año. Si el número de aprendizajes se mantienen igual, el oficio de oja de metal calificado se espera que crezca lentamente.

¿Qué Entrenamiento Se Necesita?

Algunos trabajadores de oja de metal se entrenan en programas de aprendizaje que duran cuatro años e incluyen entrenamiento en el salón de clases. Los trabajadores quienes se entrenan en el trabajo comienzan cargando metal o limpiando el taller. Poco a poco van aprendiendo las diferentes obligaciones de este empleo y con más experiencia pasan a trabajos más difíciles.

Rasgos Favorables

No se necesita educación formal

Miembro de unión

Buen pago

Beneficios

Rasgos Desfavorables

La área de trabajo es ruidosa y sucia

Hay varios peligros en el trabajo

What Are Some Worker Traits?

Workers must be able to stand, move around and carry heavy objects. Good eyesight, concentration and eye-hand coordination is also necessary. All workers should be in good health and free from all physical disabilities.

What Are Some Related Occupations?

Body and Fender Worker
Welder
Machine Tool Operator
Shipfitter
Electroplater

SEWING MACHINE OPERATOR

Sewing machine operators are the largest group of workers in the clothing business. To make the different kinds of clothes that we wear, workers with many skills and levels of education are needed. Sewing machine operators usually specialize in one skill: sewing pockets, collars, hems, and so on. They are known by the type of machine they use: single-needle sewing machine operator or blind-stitch machine operator.

What Are They Employed?

More than half of all operators work in large companies. Twenty per cent of these workers are in New York City alone. The rest work in other large cities like Los Angeles, Chicago, Boston and Dallas.

Other workers are hired by small companies all over the nation. Sewing machine operators are found in many types of industries: clothing, manufacturing, and automobile.

What Salaries Do They Earn?

Most workers are paid by the number of pieces that they finish. Their salaries depend on their speed and skill. In 1976, starting workers averaged $3.41 an hour. Experienced workers could earn up to $7.00 an hour. All workers in private industry earned slightly higher wages.

El trabajador debe tener algunas de las herramientas
que se necesitan

Características Del Trabajador

Los trabajadores deben poder estar de pié, moverse y cargar objetos pesados. Buena vista, concentración y coordinación de ojos y manos también es necesario. Todos los trabajadores deben estar en buena salud y libres de todos impedimentos físicos.

Trabajos Relacionados

Trabajador de Defensas de Carro y Carrocería
Soldador
Operador de Herramienta de Máquina
Trabajadores Especializados en Barcos
Galvanizador

OPERADORES DE MAQUINAS DE COSER

Los operadores de máquinas de coser son el grupo más grande en el negocio de la costura. Se necesitan trabajadores con varias habilidades y niveles de escuela para hacer las diferentes ropas. Los operadores de las máquinas de coser usualmente se especializan en una habilidad: coser bolsas, cuellos, bastillas, etc. Ellos son conocidos por el tipo de máquina que usan: operador de máquina de coser con una sola aguja o operador de máquina de coser donde no se ven las puntadas.

¿Dónde Trabajan?

Más de la mitad de todos los trabajadores trabajan en compañías grandes. Veinte por ciento de estos trabajadores están en Nueva York. El resto trabajan en otras ciudades grandes como Los Angeles, Chicago, Boston y Dallas.

Otros trabajadores son empleados por compañías a través de toda la nación. Los operadores de máquinas de coser se encuentran en varias industrias: vestuario, fabricación, y carros.

¿Cuánto Ganan?

A la mayoría se les paga por el número de piezas que terminan. Sus sueldos dependen en la rapidez y su habilidad. En 1976, el promedio del sueldo al comenzar era $3.41 por hora. Los trabajadores con experiencia

What Are The Working Conditions?

Many of the sewing plants are in old buildings, others are in new buildings. The surroundings can be dull and uncomfortable or air-conditioned, well-lighted and have plenty of space in which to work. Because most sewing machine operators sit while they work, the work may get tiring due to the fast pace and repeated movements.

Some operators are laid off during slow seasons, especially in plants that make seasonal clothes like coats. Workers who make standard clothes, like shirts and dresses, have steadier jobs.

What Promotions Are Available?

It is easier to get into this occupation. Most new workers begin sewing only straight seams. With more experience, they begin more difficult types of sewing. Some companies offer training programs for their workers. After moving into a more difficult line of sewing, most workers stay in this position. Promotions are given in the form of higher wages.

What Is The Outlook Of This Occupation?

Most future job openings will be replacement of those workers who leave the field. The number of openings change from year to year and depend on the cost of living. Workers with special skills will have better chances of getting jobs.

What Training Is Needed?

Most workers are trained on-the-job. This training can last up to several years depending on the skills needed. A few formal apprenticeships are available for the more specialized positions. There are no formal education requirements.

Favorable Features

Unions
No formal education needed
Jobs easy to get
Benefits

Unfavorable Features

Crowded and noisy work areas
Fast paced, boring work
Limited promotions

podían ganar hasta $7.00 por la hora. Todos los trabajadores en la industria privada ganaban sueldos poco más altos.

¿Cuáles Son Las Condiciones De Trabajo?

Varias de las fábricas de costura están en edificios viejos y otros están en edificios nuevos. El ambiente puede ser aburrido y desagradable o con aire acondicionado, con suficiente luz y con suficiente espacio para trabajar. Siendo que los operadores de máquinas de coser están sentados mientras trabajan, el trabajo puede ser cansoso por el paso rápido y los movimientos repetidos.

Algunos trabajadores son desocupados durante las temporadas lentas, especialmente en las fábricas que hacen ropa por temporadas, como abrigos. Los trabajadores en fábricas donde hacen ropa regular, como camisas, tienen empleos más seguros.

¿Qué Promociones Hay Disponibles?

Es fácil entrar a esta ocupación. La mayoría de los trabajadores comienzan cosiendo costuras derechas. Con más experiencia, ellos empiezan con costura más difícil. Algunas compañías ofrecen programas de entrenamiento para sus trabajadores. Después de moverse a una línea de costura más difícil, la mayoría se quedan en este puesto. Las promociones son en formas de sueldos más altos cuando un trabajador puede aumentar su velocidad. Unos cuantos trabajadores avanzan a supervisores.

¿Cuál Es La Perspectiva De Esta Ocupación?

La mayor parte de los puestos serán para reemplazar a esos trabajadores que dejan el oficio. El número de estos puestos cambien de año a año y dependen en el costo de la vida. Los operadores con habilidades especiales tienen mejores oportunidades de obtener empleos.

¿Qué Entrenamiento Se Necesita?

La mayoría de los trabajadores son entrenados en el empleo. Este entrenamiento puede durar hasta varios años dependiendo en las habilidades que se necesitan. Hay unos cuantos programas de aprendiz disponibles para puestos especializados. No hay requisitos formales de escuela.

Rasgos Favorables

Uniones
No se neceista escuela formal
Es fácil obtener empleos
Beneficios

What Are Some Worker Traits?

Workers must have good eyesight and must be able to work well with their hands.

What Are Some Related Occupations?

Tailor
Fashion Designer
Inspector
Patternmaker

LITHOGRAPHER

Lithography is also called offset printing. The lithographer photographs the original material then makes a printing plate which is pressed against paper to make copies.

This work is done by specialists who work together. Camera operators begin by developing negatives of the material. Lithographic artists, strippers, and platemakers each work on making the printing plate. Then, the press operators are the ones who run the printing presses.

Where Are They Employed?

In 1976, about 29,000 skilled lithographers worked in the United States. Most of the jobs were located in large cities, like Los Angeles and New York. Lithographers work for newspapers, commercial printing plants and book and magazine printers. A few were also hired by government printers.

What Are The Working Conditions?

The work surroundings are usually comfortable. However, lithographers spend most of their time standing.

About half of all lithographers are members of the Lithographers and Photoengravers International Union or Graphic Arts International Union.

They are sometimes under pressure to meet publishing deadlines. The usual workweek is 35-40 hours. Some employers pay higher wages for more difficult color work.

Rasgos Desfavorables

Areas de trabajo apretadas y ruidosas

Es trabajo aburrido y rápido paso

Promociones limitadas

¿Cuáles Son Algunas Características Del Trabajador?

Los trabajadores deben tener buena vista y trabajar bien con las manos.

¿Cuáles Son Algunas Ocupaciones Relacionadas?

Sastre

Diseñador de Moda

Inspector

Persona que hace patrones

LITOGRAFO

A la litografía también se le llama imprenta de 'offset'. Los trabajadores fotografían el material y luego hacen una hoja que se pone contra el papel para hacer copias.

Esto es hecho por especialistas que trabajan juntos. Los operadores de cámara empiezan por revelar las negativas del material. Los artistas litográficos, removedores e imprimidores trabajan en hacer la hoja que se usa para hacer las copias. Los imprimidores operan las máquinas copiadoras.

¿Dónde Trabajan?

En 1976, aproximadamente 29,000 litógrafos trabajaron en la nación. Muchos de los trabajos se encontraron en ciudades grandes como Los Angeles, y Nueva York. Los litógrafos trabajan para periódicos, plantas comerciales de copiar y copiadores de revistas y libros. Unos cuantos también fueron empleados para impresores del gobierno.

¿Cuáles Son Las Condiciones De Trabajo?

Los alrededores son calientes, pero con luz y ventilación cómodas. Los litógrafos pasan mucho de su tiempo parados.

Como la mitad de todos los litógrafos son miembros de la Unión Internacional de Litógrafos y Photograbadores o la Unión Internacional de los Artes Gráficos.

A veces están apurados para poder terminar ordenes antes de fines de plazo. Generalmente se trabaja de 35 - 40 horas por semana. Algunos empleadores pagan mejor sueldo por trabajo más difícil de color.

What Salaries Do They Earn?

In most large cities, lithographers earn about $8.98 an hour in 1976. Workers with experience can specialize in color work or art work. With these skills a worker can earn higher wages.

What Promotions Are Available?

Promotions in pay are given for more difficult, specialized work. A few experienced workers may also advance to supervisors or salespersons.

What Is The Outlook For This Occupation?

Employment opportunities for lithographers are expected to be good through the mid-1980's. Many new jobs will be created because of the growth of offset printing. Newspapers and printing companies have also started to use offset printing instead of printing presses.

People who have finished training programs in printing have the best chances of finding a job.

What Training Is Required For This Job?

Most employers prefer high school graduates who have finished a 4-5 year apprenticeship program. Many printing courses are offered by several community colleges, vocational training programs and some high schools.

What Are Some Worker Traits?

Workers should have good eyesight, good physical health, a high school diploma and be at least 18 years of age.

Favorable Features

No formal training is needed
Good employment opportunities
Good pay
Favorable outlook
Comfortable work environment

Unfavorable Features

Workers must stand most of the day
Limited upward mobility
Sometimes work under pressure

What Are Some Related Occupations?

Color Etcher
Plate Maker
Photographer
Book Binder

¿Qué Sueldos Ganan?

En muchas ciudades grandes, los litógrafos ganaron aproximadamente $8.98 la hora en 1976. Los trabajadores con experiencia pueden especializarse en trabajo de color o en trabajo de arte. Estas habilidades traen mejores sueldos al trabajador.

¿Cuáles Son Las Promociones Que Hay?

Las promociones vienen en la forma de mejor sueldo por trabajo más difícil y especializado. Unos cuantos trabajadores con experiencia avanzan a supervisor o vendedor.

¿Cuál Es La Perspectiva Para Esta Ocupación?

Se espera que las oportunidades de empleo para litógrafos sean buenas hasta la mitad de los 1980. Se crearán muchos trabajos nuevos como resultado del crecimiento de la imprenta de 'offset'. Los periódicos y compañías de imprenta también han empezado a usar imprenta de 'offset' en vez de planchas de metal. La gente que ha terminado programas de entrenamiento en imprenta tiene mejores oportunidades de empleo.

¿Qué Entrenamiento Se Necesita?

Muchos empleadores prefieren a graduados de secundaria que han terminado un programa de aprendizaje de 4 a 5 años de duración. Muchos cursos de imprenta son ofrecidos por varios colegios de comunidad, programas de entrenamiento vocacional y secundarias.

¿Cuáles Son Algunas Características Del Trabajador?

Los trabajadores deben tener buena vista, buena salud física, un diploma de secundaria y por lo menos 18 años de edad.

Rasgos Favorables

No se necesita entrenamiento formal
Buenas oportunidades de empleo
Buen pago
Perspectiva favorable
Alrededores cómodos

Rasgos Desfavorables

Los trabajadores deben permanecer parados la mayor parte del día
La mayoría de los trabajadores son hombres
No hay muchas promociones
A veces se trabaja bajo tensión

WATCHMAKER - REPAIRER

In the past, clocks and watches were hand-made. Today, they are factory-made, and the watchmaker is a repairperson who fixes and adjusts them. A watchmaker must be able to find the problem, figure out how much it will cost for repairs and do the necessary work. She/he also replaces or rebuilds worn or broken parts. Tools used in this trade include pliers, hammers, cutting tools, lathes and many others. Some watchmakers also repair jewelry, set gems and do engraving.

Where Are They Employed?

In 1976 about 21,000 watchmakers worked in the United States. One-third of these workers were self-employed. Most of them worked in jewelry stores or repair shops and a few worked in factories that make watches.

What Are The Working Conditions?

A watchmaker-repairer works with little direct supervision. Most of the work is done sitting down and requires a lot of concentration. They work about 40-48 hours per week. Saturday is most often a work day. Self-employed workers usually put in more hours than salaried workers. Some watchmakers are members of the Watchmakers Union of the Watchmakers Institute.

What Salaries Do They Earn?

In 1976, watchmakers earned between $150 to $200 for a 40 hour week. Experienced watchmakers received from $275 to $400 a week. Self-employed watchmakers usually earn higher salaries.

What Promotions Are Available?

Most watch repair shops are too small to offer promotions. The best way for watchmakers to advance is to open up their own businesses. More than half of all watchmakers do this.

What Is The Outlook For This Occupation?

Most new repairers and watchmakers will be needed to replace those who leave the field. Job opportunities for trained watchmakers should-be good and part-time jobs are also available for semi-retired workers. Graduates who have training in repairing electronic watches have very good opportunities because of the growing popularity of these watches.

¿Cuáles Son Algunos Trabajos Relacionados?

Aguafortista de Color

Construidor de Prensa para Grabados

Fotógrafo

Encuadernador

RELOJERO - REPARADOR

Antes los relojes de pared y de bolsillo se hacían a mano. Ahora, son hechos en fábrica y el relojero es un reparador que arregla y ajusta los relojes. Un relojero debe poder encontrar el problema y debe calcular el precio de la compostura y hacer el trabajo que se necesita. El o ella repone o reconstruye las partes gastadas o quebradas. Algunas de las herramientas incluyen pinzas, martillos, herramientas de cortar, tornos y muchas otras. Algunos relojeros también reparan joyas, engastan alhajas y hacen grabados.

¿Dónde Son Empleados?

En 1976 aproximadamente 21,000 relojeros trabajaron en la nación. Un tercio de estos fueron empleados por sí mismos. Muchos de ellos trabajaron en joyerías o tiendas de reparaciones. Unos cuantos trabajaron en fábricas que hacen relojes.

¿Cuáles Son Las Condiciones De Trabajo?

Un relojero-reparador trabaja con muy poca supervisión. Mucho del trabajo se hace sentado y se necesita mucha concentración. Trabajan de 40 - 48 horas por semana. El sábado generalmente es un día de trabajo. Los que trabajan por sí mismos trabajan más horas que trabajadores de salario. Algunos relojeros son miembros de la Unión de Relojeros o del Inst. de Relojeros.

¿Qué Salarios Ganan?

En 1976, los relojeros ganaron entre $150 y $200 por una semana de 40 horas. Los relojeros con experiencia reciben desde $275 a $400 a la semana. Relojeros con su propio negocio generalmente ganan mejores salarios.

¿Cuáles Son Las Promociones Que Hay?

Muchas tiendas de compostura de relojes son chicas y ofrecen promociones. La mejor manera de adelantar es abrir un negocio propio. Más de la mitad de todos los relojeros hacen esto.

What Training Is Needed For This Job?

The best way to learn watchmaking is to attend a watch repair school. Although, some watchmakers learn on-the-job or through apprenticeships. There are no requirements for this type of work but most employers do prefer high school graduates. For those who go through special training, watch repair schools take 1-3 years of full-time study to complete. Formal apprenticeships last 3-4 years. In 1975, only 100 apprenticeships were registered with the Department of Labor. Some states may also require watchmakers and repairers to get a license.

Favorable Features

Watchmakers can start their own businesses
Can become union members
Surroundings are usually comfortable
No formal education needed

Unfavorable Features

Limited promotions
Watchmakers buy own equipment and tools
Work on Saturdays
Overtime work is common

What Are Some Worker Traits?

Watchmakers must have full use of their arms and nands. Good vision and patience are important. A watchmaker should have an interest in mechanical things.

Equal Opportunity Employment

Most watchmakers are men. However, this does not mean that the field is closed to women. There are also many opportunities for minorities and persons with handicaps. The Joseph Bulova School of Watchmaking in New York is a non-tuition private school that only admits persons with physical handicaps, like back problems, leg amputations, paralysis and hemophilia.

What Are Some Related Occupations?

Instrument Repairman
Jeweler
Engraver
Electrician

¿Cuál Es La Perspectiva Para Esta Ocupación?

Se necesitarán muchos reparadores y relojeros para reemplazar a los que dejan el campo. Las oportunidades de trabajo para relojeros entrenados prometen ser buenas y hay trabajos de tiempo incompleto para trabajadores semiretirados. Los graduados que se han entrenado en reparar relojes electrónicos tienen muy buenas oportunidades porque los relojes eléctricos son muy populares.

¿Qué Entrenamiento Se Necesita Para Este Trabajo?

La mejor manera de aprender a ser relojero es en escuelas de reparación de relojes. Otros aprenden mientras trabajan o por medio de programas de aprendizaje. No hay requisitos para esta posición, pero muchos empleadores prefieren a gente graduada de secundaria. Escuelas de reparación de relojes toman de 1 a 3 años de estudio para terminar. Programas de aprendizajes formales duran de 3 a 4 años. En 1975, solamente 100 programas de aprendizaje fueron registrados con el Departamento de Labor. Algunos estados pueden pedir una licencia para relojeros y reparadores.

Rasgos Favorables

Relojeros pueden empezar sus propios negocios
Pueden ser miembros de unión
Los alrededores son usualmente cómodos
No se necesita educación formal

Rasgos Desfavorables

Promociones son limitados
Relojeros compran su propio equipo y herramientas
Se trabaja los sábados
Horas extras de trabajo son comunes

¿Cuáles Son Algunas Características Del Trabajador?

Los relojeros deben tener uso total de sus brazos y manos. Buena vista y paciencia también son importantes. El relojero deberá tener un interés en lo mecánico.

Oportunidades Iguales de Empleo

La mayoría de los relojeros son hombres. Sin embargo esto no quiere decir que el campo está cerrado para las mujeres. También hay muchas oportunidades para minorías y personas con deshabilidades. La escuela Joseph Bulova de Relojería, en Nueva York, es una escuela privada sin costo que solo admite a personas con deshabilidades físicas, como problemas de la espalda, amputaciones, parálisis y hemofilia.

PATTERNMAKER

Patternmakers work with wood, metal, plaster and/or plastics to make patterns. These patterns are then used to make molds in the production of different types of equipment, parts, and objects.

The patterns must be very exact because any little mistake will show up in whatever is made from the same molds. The patternmakers must follow instructions from blueprints that drafters and engineers draw up of the patterns to be made.

Patternmakers are sometimes given job titles according to the type of material from which they make the patterns.

What Are The Working Conditions?

Patternmakers work in large industrial plants. The shops they work in, however, are usually clean, well-ventilated, and well-lighted.

The work week is 40 hours with some occasional overtime. This work is not very heavy but it does require alot of standing and other physical activity. Patternmakers usually work alone but will sometimes work as a team to complete certain projects.

Where Do They Work?

Jobs in patternmaking can be found in any large business that is involved in manufacturing some kind of product. Most of these large companies are found in major cities. The employers are usually interested in making a large number of products as quickly as possible. Therefore, patternmakers are needed in order to make the molds from which the products can be mass-produced.

The government may also hire patternmakers to make up and repair patterns for special parts and equipment.

How Much Do They Earn?

Salaries depend on the type of material that patternmakers work with and the special skills they might have. In 1976, salaries ranged from $5.00 to $6.25 per hour. These wayges may change in different areas of the United States. Higher salaries are usually found in the bigger cities.

What Are The Requirements?

To become a patternmaker a person does not really need a formal education; however, a formal training program is important. On-the-job training is not

¿Cuáles Son Algunas Ocupaciones Relacionadas?

Reparador de Instrumento
Joyero
Grabador
Electricista

FABRICANTE DE MOLDES

Los moldedores trabajan con madera, metal, yeso y plásticos para hacer modelos. Estos modelos entonces son usados para hacer moldes para hacer diferentes tipos de equipo, partes y objetos.

Los modelos deben ser muy exactos porque cualquier equivocación se notará en lo que se haga de los mismos moldes. Deben seguir instrucciones de heliografías que los ingenieros y delineantes han dibujado de los modelos que se tienen que hacer.

A veces se les da nombres a los moldedores según el tipo de material que usen para hacer modelos.

¿Cuáles Son Las Condiciones De Trabajo?

Los moldedores trabajan en grandes plantas industriales. Sin embargo, los talleres en que trabajan, son generalmente limpios, bien ventilados, y tienen buena luz.

Se trabaja 40 horas a la semana con horas extras. Este trabajo no es muy pesado, pero requiere estarse parado por largos ratos y otras actividades físicas. Los moldedores usualmente trabajan solos pero a veces trabajan como parte de un equipo para completar ciertos proyectos.

¿Dónde Trabajan?

Los trabajos en la construcción de modelos pueden encontrarse en cualquier negocio grande que esté envuelto en la fabricación de algún producto. Muchas de las compañías grandes se encuentran en ciudades importantes. Los empleadores usualmente están interesados en hacer un gran número de productos tan rapidamente como sea posible. Por eso, se necesitan los moldedores para poder hacer moldes de los cuales se pueden producir productos a cantidades enormes.

El gobierno también puede emplear a moldedores para construir y reparar modelos para equipo y partes especiales.

usually offered by employers. It takes alot more than just watching a skilled and experienced patternmaker to learn this trade.

Apprenticeship programs are the usual way to get trained in patternmaking. These programs take anywhere from 3 to 5 years to complete. Some local colleges also offer related courses that may count as credit toward an apprenticeship.

A skilled patternmaker must have a background in math, science, mechanical drawing, and blueprint reading. A good imagination and creative ability are also very important.

An apprentice that completes a training program does not automatically become a skilled worker. This only qualifies him/her to become a journeyman. The journeyman must then get a few more years of experience to become a highly skilled patternmaker.

What Are The Possibilities For Advancement?

Promotions within patternmaking are very limited. Other than going into supervisory positions, or pattern checking, a patternmaker may go into business for him/herself. There are other possibilities of moving into related occupations that may pay better than patternmaking.

What Is The Outlook?

The outlook for employment in the patternmaking occupations does not look very good. Employment growth is going to be slow through the next ten years as it has been in the past. Much of this is due to the fact that the patterns and molds that they make can be used more than once, especially those made of metal. For this reason not many new patternmakers will be needed.

Even though the growth rate will be slow there will be some job openings each year. Most of these openings will be to replace patternmakers who leave this field of work.

Worker Characteristics

Good eyesight, creativity, coordination, and skilled hands are all important traits that patternmakers should have. This work also requires someone who is very neat and precise.

¿Cuánto Ganan?

Los salarios dependen en el tipo de material que usan los moldedores y las habilidades especiales que ellos tengan. En 1976 los salarios variaron desde $5.00 a $6.25 por hora. Estos sueldos pueden cambiar en diferentes áreas de los Estados Unidos. Por lo general, los salarios más altos se encuentran en ciudades grandes.

¿Cuáles Son Los Requisitos?

Para ser un moldedor no se necesita educación formal, pero es importante un programa formal de entrenamiento. Los empleadores no ofrecen entrenamiento mientras uno trabaja. Toma mucho más que solo mirar a un moldedor hacer su trabajo para aprender la vocación.

Los programas de aprendizaje es la manera normal de entrenarse en moldedura. Estos programas toman dondequiera de 3 a 5 años para terminar. Algunos colegios locales también ofrecen cursos relacionados que pueden ofrecer crédito hacia un programa de aprendizaje.

Un moldedor hábil debe entender matemáticas, ciencia, dibujo lineal y taller. También es importante una buena imaginación y habilidad creativa.

El aprendiz no es automaticamente clasificado como trabajador instruido al completar un programa de entrenamiento. Solamente lo califica para ser jornalero. El jornalero debe entonces obtener unos cuantos años de experiencia para ser un moldedor hábil.

¿Cuáles Son Las Posibilidades De Adelanto?

Las promociones en moldedura son muy pocas. Al menos que tenga posiciones de supervisor, o registrador de modelos, el moldedor puede empezar su propio negocio. Hay posibilidades de entrar en ocupaciones relacionadas que pagan mejor sueldo.

¿Cuál Es La Perspectiva?

La perspectiva de empleo en las ocupaciones de moldedura no se ve muy bien. El crecimiento de empleo será más despacio durante los próximos 10 años como lo ha sido en el pasado. Mucho de esto es a causa de que los patrones y moldes que hacen pueden usarse más que una vez, especialmente los que son hechos de metal. Por esta razón no se necesitarán muchos nuevos molderos.

Aunque el crecimiento será despacio habrá algunas vacancias de trabajo cada año. Muchas de estas oportunidades serán para reemplazar a moldedores que han dejado el campo.

Favorable Features

Good pay
Benefits
Pleasant working conditions
Not physically demanding

Unfavorable Features

Limited upward mobility
Must provide own handtools
May be confining
Long term training required
Few women enter this trade

Related Jobs

Tool and Die Maker
Lithographer
Etcher
Photoengraver
Furniture Designer
Model and Mold Maker

Características Del Trabajador

Buena vista, creatividad, coordinación y buen uso de las manos son características importantes que deberían tener los moldedores. Este trabajo también requiere a una persona que es limpia y precisa.

Rasgos Favorables

Buen pago
Beneficios
Condiciones gratas de trabajo
No demanda mucho físicamente

Rasgos Desfavorables

Promociones son limitadas
Debe proveer sus propias herramientas
Puede ser limitado el ambiente
Se requiere mucho entrenamiento
Muy pocas mujeres en esta vocación

Trabajos Relacionados

Constructor de Herramientas y Moldes
Litógrafo
Aguafuertista
Fotograbador
Diseñador de Muebles
Fabricante de Planchas

WELDER

Welding is the joining of materials by fusing or bonding them together. Heat is used to permanently connect metal parts. Welders use many machines, tools and other equipment. Their job includes repairing broken parts and making new ones. Flame cutters use heat to cut metal with the same equipment used by the welders.

Where Are They Employed?

In 1976, almost 660,000 welders and flame cutters worked in this country. About one-third of them worked in the manufacturing centers of the Great Lakes, like Ohio, Michigan, Indiana and Pennsylvania. The rest worked in large cities all across the country.

What Are The Working Conditions?

A welder might work outdoors, in all kinds of weather or indoors in a small work area with poor ventilation. Welders use safety shoes, goggles, helmets and other protective clothing to prevent injuries. Damage to the eyes can happen from the exposure to the flame of the welding equipment. Welders may also come in contact with rust, grease, dirt and hot flying metal flecks that burn skin and clothes.

Most welders work 40 hours a week. During busy periods, overtime can be 20 to 30 extra hours a week.

Many welders are union members. The different unions include the International Association of Machinists and Aerospace Workers, Iron Shipbuilders, Blacksmiths, the International Union, Forgers and Helpers and a few others.

What Salaries Do Welders Earn?

Wages depend on the worker's skill, the type of work and the union agreement. In 1976, welders earned from $7.00 to $10.00 an hour. Apprentices begin at about $5.25 an hour. Welders in construction earned from $9.00 to $12.00 an hour. Non-union workers started at $4.00 an hour. Slightly higher wages were paid for night work.

What Promotions Are Available?

Promotion opportunities for welders are good. Welders can advance to many positions. Workers move from journeymen to leadmen to shop supervisors. A few experienced welders open their own shops. Experienced workers who have college training can become welding engineers.

SOLDADOR

La soldadura es la unión de materiales al fundirlos o juntarlos. Se usa el calor para unir partes de metal permanentamente. Los soldadores usan varias máquinas, útiles y otro equipo. Su trabajo incluye la reparación de partes quebradas y hacer nuevas. El cortador de fuego usa el calor para cortar metal con el mismo equipo que usa el soldador.

¿Dónde Trabajan?

En 1976, casi 660,000 soldadores y cortadores de fuego trabajaban en la nación. Como un tercio de ellos trabajaban en centros fabricantes de los Grandes Lagos (Great Lakes), como Ohio, Michigan, Indiana y Pennsylvania. El resto trabajaban en ciudades grandes por toda la nación.

¿Cuáles Son Las Condiciones De Trabajo?

Un soldador puede trabajar afuera en todos tipos de clima o adentro en una área de trabajo limitada con muy poca ventilación.

Los soldadores usan zapatos de seguridad, lentes, cascos y otro vestuario para protegerlos y evitar lastimaduras. El daño a los ojos puede ocurrir por la exposición al fuego. Los soldadores están en contacto con moho, grasa, tierra y metal caliente que vuela cuando se hace el trabajo y que quema la piel y la ropa.

La mayoría de los soldadores trabajan 40 horas a la semana. Durante los períodos ocupados, tiempo extra puede ser entre 20 y 30 horas extras a la semana.

Muchos soldadores son miembros de unión. Las diferentes uniones incluyen la Asociación Internacional de Maquinistas y Trabajadores Aerospacial, Herrero en la Construcción de Buques, Herradores, la Unión Internacional, Fraguadores y Ayudantes, y algunos más.

¿Qué Salario Ganan?

Los sueldos dependen en la habilidad del trabajador, el tipo de trabajo y el arreglo con la unión. En 1976, los soldadores ganaban entre $7.00 a $10.00 por hora. Los principiantes comenzaban como a $5.25 por hora. Los soldadores en construcción ganaban entre $9.00 a $12.00 por hora. Los trabajadores sin unión empezaban a $4.00 por hora. Sueldos un poco más altos se les pagan a los que trabajaban de noche.

¿Qué Promociones Hay Disponibles?

Las oportunidades para los soldadores son buenas. Los soldadores pueden

What Is The Outlook For This Occupation?

Employment opportunities will be good for skilled welders. Besides new openings, workers will be needed to replace those who leave the field.

What Training Is Needed For This Job?

Beginners get trained on-the-job by working on simple jobs. It usually takes about two years to become a skilled welder. Some jobs can be learned in a few months. A few companies offer apprenticeship programs that last several years and include classroom and on-the-job training. Most employers hire high school graduates or persons who have completed vocational training programs.

Favorable Features

Good pay
Union membership
Promotions available
No formal education needed
Workers can start their own businesses

Unfavorable Features

Some work is dangerous
Work areas are sometimes dirty
Overtime work during busy periods
Welders provide their own small tools

What Are Some Worker Traits?

Welders must have good eyesight and eye-hand coordination. They must work well with their hands and be able to reach out in any direction. This work requires long periods of concentration. Workers sometimes stand in uncomfortable positions while working.

Related Occupations

Sheet Metal Worker
Iron Worker
Steel Worker

subir a varios puestos. Los trabajadores se mueven de principiantes a principales o a supervisores de taller. Unos pocos de los soldadores con experiencia abren sus propios talleres. Trabajadores con experiencia y entrenamiento de colegio pueden ser ingenieros de soldadura.

¿Cuál Es La Perspectiva En Esta Ocupación?

Las oportunidades de empleo serán buenas para soldadores hábiles. Aparte de estos puestos nuevos, se necesitarán trabajadores para reemplazar a los que dejan este campo.

¿Qué Entrenamiento Se Necesita Para Este Empleo?

Los principiantes se enseñan en el empleo al trabajar en trabajos simples. Usualmente toma como dos años para llegar a ser un soldador calificado. Algunos trabajos se aprenden en unos cuantos meses. Algunas compañías ofrecen programas de aprendizaje que duran varios años e incluyen entrenamiento en el empleo y en la clase. La mayoría de los empleadores emplean a graduados de la secundaria o a personas quienes han terminado programas vocacionales de entrenamiento.

Rasgos Favorables

Buen pago
Miembrecia de unión
Hay promociones disponibles
No requiere educación formal
Los trabajaodres pueden comenzar su propio negocio

Rasgos Desfavorables

Algunos trabajos son peligrosos
Las áreas de trabajo son a veces sucias
Se trabaja tiempo extra durante períodos ocupados
Los soldadores deben usar sus propias herramientas chicas

¿Cuáles Son Algunas Características Del Trabajador?

Los soldadores deben tener buena vista y coordinación de ojos y manos. Ellos deben trabajar bien con las manos y poder estirarse en cualquier dirección. Este trabajo requiere largos períodos de concentración. Los trabajadores a veces se paran en posiciones muy incómodas mientras trabajan.

Ocupaciones Relacionadas

Trabajador de Lámina de Metal
Trabajador de Hierro
Trabajador de Acero

JEWELER

A jeweler is a person who makes and fixes jewelry. This includes rings, bracelets, earrings, watches and similar items.

There are many areas that a jeweler may specialize in and it is common for a jeweler to do only one type of repair job. They may design jewelry, redesign old jewelry, set stones, enlarge and reduce ring sizes, and so on.

What Are The Working Conditions?

Because most jewelers own the stores they work in, they usually put in more than 40 hours of work a week. This is not usually the case when a jeweler works for a large factory or company. In fact, many factory workers may work even less than 35 hours per week.

There are few job hazards, if any. Hold-ups in jewelry stores are not too common, especially in small cities.

It is rare to find a jewelry store that isn't well-lighted, well-ventilated, and comfortable to work in. There may not be too much physical exercise in this line of work but there is plenty of room for artistic creativity.

Where Do They Work?

As mentioned before, jewelers work in factories or in their own stores. Some may work for a large chain of jewelry stores or for small private businesses. Others find jobs with exclusive department stores or jewelry companies.

How Much Do They Earn?

The earnings in this profession averaged about $5 to $7 an hour in 1976, depending on the amount of experience and the employer. Apprentice and beginning jewelers may earn much less for the first 3-4 years. In time, their earnings go up according to their skills.

A self-employed jeweler can earn even more than the experienced jeweler who works for someone else. Excellent wages can be earned if a jeweler specializes in designing and has become well-known for his/her designs.

What Are The Requirements?

Young people who are interested in becoming jewelers are advised to complete their high school education. Jobs are a little easier to find for those with a diploma.

It is also recommended to have some background in art, mechanical

JOYERO

Un joyero es una persona que hace y compone joyería. Esto incluye anillos, pulseras, aretes, relojes y otras cosas parecidas.

Hay muchas áreas en las que se puede especializar un joyero. Es común que un joyero solo haga un tipo de trabajo de compostura. Ellos pueden diseñar joyería, re-diseñar joyería vieja, engastan piedras, y hacer más grande o reducir el tamaño de los anillos, etc.

¿Cuáles Son Las Condiciones De Trabajo?

A causa de que los joyeros son dueños de las tiendas en que trabajan, ellos trabajan más de 40 horas por semana. Este no es el caso cuando el joyero trabaja para una fábrica grande o una compañía. En efecto, los trabajadores de fábrica muchas veces trabajan menos de 35 horas por semana.

Hay pocos riesgos de trabajo. Asaltos en joyerías no son muy comunes, especialmente en ciudades pequeñas.

Es raro encontrar una joyería que no tenga buena luz, esté bien ventilada, y sea cómoda. Puede que no haiga mucho ejercicio físico en este trabajo pero sí hay mucha ocasión para creatividad artística.

¿Dónde Trabajan?

Como se había dicho antes, los joyeros trabajan en fábricas o en sus propias tiendas. Algunos trabajan por una línea de tiendas de joyería o para negocios pequeños privados. Otros encuentran trabajos en tiendas de departamentos exclusivas o compañías de joyería.

¿Cuánto Ganan?

Las ganancias en esta profesión tuvieron un promedio de $5.00 a $7.00 por hora en 1976, dependiendo en la experiencia y el empleador. Los aprendizes y joyeros principiantes pueden ganar mucho menos por los primeros 3 a 4 años. Con el tiempo sus ganancias suben de acuerdo con sus habilidades.

El joyero que trabaja por si mismo puede ganar todavía más que un joyero con experiencia que trabaja para otra persona. Se puede ganar un sueldo excelente si se especializa el joyero en diseño y es conocido por sus diseños.

¿Cuáles Son Los Requisitos?

Gente joven que está interesada en ser joyero son aconsejados a que terminen su educación de secundaria. Los trabajos son un poco más fáciles de encontrar si tiene un diploma de secundaria.

También se recomienda que se sepa algo de arte, dibujo lineal, y

drawing, and chemistry. Further training is usually gotten while on-the-job.

Many technical schools and manufacturers offer apprenticeship programs. These programs can last anywhere from 3-4 years, depending on what specialty the apprentice is going into.

What Are The Possibilities For Advancement?

There are not very many advancements to higher positions in this occupation. Thre are pay raises, however, as a jeweler gains more knowledge and experience.

Jewelers who work for large manufacturing companies can advance to supervisory positions. And, some jewelers go into business for themselves. Those who specialize in designing may become very well-known for their designs and may then become specialized designers.

What Is The Outlook?

Although more jewelry is sold every year the number of jobs for jewelers is not expected to increase. This is because alot of jewelry is being made by machines which are being used by many manufacturing companies for the mass-production of jewelry.

There will be many job openings each year to replace jewelers who leave the field. But the overall growth rate is still going to be slower than the average for other occupations through the next ten years.

Worker Characteristics

Artistic ability is very important for a jeweler to have. Also, a jeweler must have steady hands, skillful hands and fingers, good vision, patience, and concentration. Many of these traits may also fall under requirements because of the precision and delicacy necessary for this line of work.

Favorable Features

Some unions available
No formal education required
Comfortable working conditions
Specialty areas
Can go into business for themselves

Unfavorable Features

Must be very precise
Very little physical activity

química. Más entrenamiento se obtiene usualmente mientras uno trabaja.

Muchas escuelas técnicas y fabricantes ofrecen programas de aprendizaje. Estos programas pueden durar desde 3 a 4 años, dependiendo en la especialidad a que entre el aprendiz.

¿Cuáles Son Las Posibilidades De Adelanto?

No hay muchas posibilidades de adelanto a posiciones más altas en esta ocupación. Sin embargo, hay aumentos en sueldo al obtener más conocimiento y experiencia.

Los joyeros que trabajan para compañías grandes que fabrican pueden avanzar a posiciones supervisoras. Algunos joyeros comienzan el negocio por sí mismos. Los que se especializan en diseño pueden hacerse bien conocidos por sus diseños y entonces pueden ser diseñadores especializados.

¿Cuál Es La Perspectiva?

Aunque se venden más joyas cada año no se espera que aumente el número de trabajos para joyeros. Esto es a causa de que mucha joyería es hecha a máquina por compañías.

Habrá muchas oportunidades de trabajo cada año para reemplazar a joyeros que dejan el campo. Pero el crecimiento total, todavía será más despacio que el promedio de las otras ocupaciones por los próximos 10 años.

Características Del Trabajador

Es muy importante que el joyero tenga una habilidad artística. Esto requiere a una persona con talento que también pueda fabricar a grandes números y que pueda hacer trabajo de reparación.

El joyero también debe tener manos firmes, buena vista, manos y dedos hábiles, coordinación, paciencia y concentración. Muchos de estos rasgos sirven como requisitos por la precisión y delicadeza necesarias para esta clase de trabajo.

Rasgos Favorables

Hay algunas uniones disponibles
No se requiere educación formal
Condiciones de trabajo son cómodas
Areas de especialización
Pueden tener su propio negocio

Rasgos Desfavorables

Se debe ser muy preciso
Muy poca actividad física

Limited Advancement

Poor job outlook

Related Jobs

Goldsmith

Silversmith

Engraver

Designer

Chain Maker

FURNITURE UPHOLSTERER

Furniture upholsterers put the finishing touches on new furniture. Padding, burlap, cloth, and other decorating materials are used.

They also repair old worn out furniture. With some new stuffing added and a new covering material tacked on, they can make an old chair look like new again.

What Are The Working Conditions?

There is plenty of physical activity in this occupation. Furniture upholsterers do alot of stooping, bending, and standing. They must also be able to lift and move the furniture they work with.

The surroundings they work in depend on who the employer is. Some may work in very comfortable shops with good lighting, heating, cooling, and spacious work areas. Others may work in very small, uncomfortable shops that are dimly lighted and dusty.

The work week is usually 40 hours. Some overtime may be required if there is alot of work to do. Furniture upholsterers who own their business would probably work more than 40 hours per week.

Where Do They Work?

Most of the 27,000 furniture upholsterers employed in 1976 worked in shops they owned themselves. The rest generally worked for large furniture stores and other large businesses that make and repair their own furniture.

El adelanto es limitado
La perspectiva de trabajo no se ve muy biến

Trabajos Relacionados

Orfebre
Platero
Grabador
Diseñador
Fabricante de Cadenas

TAPICERO DE MUEBLES

Los tapiceros de muebles les ponen a los muebles nuevos la última mano. Utilizan relleno, arpillera, tela y otros materiales para decorar.

También reparan muebles gastados. Al agregar algún relleno nuevo y nuevo material de cubrimiento, pueden lograr que una silla vieja parezca nueva otra vez.

¿Cuáles Son Las Condiciones De Trabajo?

Hay suficiente actividad física en esta ocupación. Los tapiceros de muebles se agachan, se doblan y están de pie mucho. También deben poder levantar y mover los muebles con los que trabajan.

El ambiente donde trabajan depende en el empleador. Algunos pueden trabajar en fábricas cómodas con buena luz, calefacción, aire acondicionado y áreas de trabajo con espacio. Otros pueden ser que trabajen en fábrica demasiado pequeñas e incómodas que están mal iluminadas y empolvadas.

La semana de trabajo usualmente es de 40 horas. A veces se requiere algún tiempo extra cuando hay mucho trabajo que hacer. Los tapiceros de muebles quienes son dueños de su propio negocio pueden llegar a trabajar más de 40 horas por semana.

¿Dónde Trabajan?

La mayoría de los 27,000 tapiceros empleados en 1976 trabajaban en fábricas de ellos mismos. El resto trabajaban por lo general para mueblerías grandes y negocios que hacen y reparan sus propios muebles.

Los empleos en la tapicería se pueden encontrar casi en cualquier

Jobs in upholstery can be found in almost any town or city. However, job opportunities seem to be better in large cities.

How Much Do They Earn?

An upholsterer's salary depends on how much experience and skill she/he has. Trainees are usually paid the minimum wage ($2.65 per hour) and up to $4.25 to $8.00 per hour. Self-employed workers can sometimes earn more than an experienced worker who is not self-employed. This may not be true when the upholsterer is first starting a business.

What Are The Requirements?

Many upholsterers start out in their trade as helpers to experienced workers. With some on-the-job training and some experience they can become skilled workers.

Some upholsterers get their training from vocational schools and courses. Trainees as well as experienced workers may take these courses to learn new methods and to further their knowledge about upholstery work. A basic knowledge of shop courses is very important.

There are also some apprenticeship programs where a person gets extensive on-the-job training. These programs usually take 3-4 years to complete. They might also provide their own courses or require an apprentice to take some on his/her own.

What Are The Possibilities For Advancement?

The job ladder in this occupation is very limited. Self-employment is one of the few ways there are to advance. Many furniture upholsterers can easily open up their own businesses with a small business loan.

Other forms of advancement may be to move up to a supervisory position or some related job in a larger business.

What Is The Outlook?

There will be a demand for furniture upholsterers to replace those who leave the occupation through at least the next ten years. The overall outlook does not look promising, however, especially for those who do repair work. People are not bothering to restore their furniture as much as before. Instead they will buy new furniture and throw out the old.

Worker Characteristics

These workers must be somewhat creative in order to choose attractive colors and fabrics to cover the furniture. They must also be patient, neat,

pueblo o ciudad. Pero, parece que las oportunidades de empleo parecen ser mejores en ciudades grandes.

¿Cuánto Ganan?

Un sueldo de tapicero depende en la cantidad de experiencia y habilidades que ella/el tenga. Los que se están entrenando usualmente ganan el sueldo mínimo (2.65 por hora) y hasta $4.00 por hora. Trabajadores con experiencia pueden ganar desde $4.25 hasta $8.00 la hora.

Trabajadores empleados por sí mismos ganan en ocasiones más que un trabajador con experiencia quien no está empleado por sí mismo. Esto no es verdad cuando el tapicero está comenzando un negocio al principio.

¿Cuáles Son Los Requisitos?

Varios tapiceros comienzan en su oficio como ayudantes de trabajadores con experiencia. Con entrenamiento en el trabajo y alguna experiencia, ellos pueden ser trabajadores calificados.

Algunos tapiceros obtienen su entrenamiento de escuelas y cursos vocacionales.

Los entrenantes, igual como los trabajadores con experiencia, pueden tomar estos cursos para aprender nuevos métodos y para aumentar su conocimiento sobre el trabajo de tapicería. Un conocimiento básico en fábrica es muy importante.

También hay algunos programas de aprendizaje donde una persona obtiene entrenamiento extenso en el trabajo. Estos programas usualmente toman de 3 a 4 años para terminar. A veces también ofrecen sus propios cursos o requieren a un aprendiz que tome los cursos en su propio tiempo.

¿Cuáles Son Las Posibilidades De Adelanto?

El adelanto en esta ocupación es muy limitado. El empleo por sí mismo es una de las pocas formas que hay para avanzar. Varios tapiceros de muebles pueden facilmente abrir su propio negocio con un pequeño préstamo de negocio.

Otras formas de adelanto pueden ser el puesto de supervisor o algún empleo relacionado en un negocio más grande.

¿Cuál Es La Perspectiva?

Habrá una demanda de tapiceros de muebles, para reemplazar a los que dejan la ocupación en los siguientes diez años. La perspectiva general no parece ser prometedora, especialmente para los que hacen trabajo de reparación. La gente no se molesta para reparar sus muebles tanto como antes. En vez de hacerlo, compran muebles nuevos y tiran los viejos.

well-coordinated, and physically healthy. Strength is important because of the lifting that is sometimes required.

Favorable Features

Union memberships available
Job security
Fairly good pay
Some creativity involved

Unfavorable Features

Physically demanding work
Limited advancement
Must provide own hand tools
Confining work areas
Poor job outlook

Related Jobs

Furniture Finisher
Upholstery Trimmer
Automobile Upholsterer
Mattress Maker
Spring Assembler

Características Del Trabajador

Estos trabajadores deben ser creativos para poder escojer colores atractivos y telas para cubrir los muebles. Deben también ser pacientes, limpios, bien coordinados y en buena salud. Ser fuerte es importante para levantar cosas cuando es necesario.

Rasgos Favorables

Hay miembrecia de uniones
Seguridad de empleo
Buen sueldo
Requiere alguna imaginación

Rasgos Desfavorables

Es trabajo exigente físicamente
Adelanto limitado
Debe tener sus propias herramientas
Poco espacio en el trabajo
Futuro no muy prometedor

Trabajos Relacionados

Terminador de Muebles
Encargado de Ultimos Toques
Tapicero de Autos
Constructor de Colchones
Asemblador de Resortes de Colchón

TOOL-AND-DIE MAKER

Tool-and-die makers are highly skilled workers who make wooden, metal, and sometimes plastic instruments used in manufacturing. Manufacturers are interested in producing large amounts of whatever it is they make. This is known as mass production. Therefore, it is very important that the instruments they use be very exact.

Tool makers make special tools and gadgets that are used to mass produce other types of parts and equipment. Die makers are involved in a similar process, except that they make special molds and forms. These forms are also used for shaping and mass producing all kinds of things.

What Are The Working Conditions?

These workers are usually employed by very large manufacturing plants. But even though they work in factories and plants the surroundings are usually well-lighted and clean.

Some physical activity such as bending, stooping, and lifting may be necessary. However, tool and die workers can sometimes sit down while working too.

The work week is normally 40 hours. Occasional overtime during busy periods is commonly paid at time and one-half.

Where Do They Work?

Jobs in this trade are found at manufacturing plants that do mass-production of machinery as described above. This may include making tiny electrical equipment to large aircraft machinery.

There are more jobs to be found in large cities. This is especially true in areas where there are many factories and plants that use special machinery.

How Much Do They Earn?

In 1976 the salary range for tool and die makers was between $5.56 and $8.87 per hour. The actual salary depends on where the job is and how skilled the worker is. And, major cities tend to pay higher wages than do smaller towns and cities.

What Are the Requirements?

A high school education is not required but is helpful when looking for a job. Employers prefer high school graduates and especially applicants who have had some courses in mathematics, physics, and mechanics.

CONSTRUCTOR DE HERRAMIENTAS Y MOLDES

Los constructores de herramientas y moldes son trabajadores que ayudan a hacer partes de metal y de plástico que se usan en fabricación. Los fabricantes están interesados en hacer mucho de cualquier producto que fabriquen. Esto se conoce como producción en serie. Es por eso que es importante que los instrumentos que usen sean exactos.

Los constructores de herramientas hacen instrumentos especiales que se usan en la producción en serie para producir otros tipos de partes y equipo. Constructores de matrices están envueltos en un proceso casi igual, pero la diferencia es que ellos hacen moldes y formas especiales. Estas formas también se usan para dar forma y producir en serie muchas clases de cosas.

¿Cuáles Son Las Condiciones De Trabajo?

Estos trabajadores están generalmente empleados en grandes plantas fabricantes. Pero aunque trabajan en fábricas y plantas de producción, el ambiente es generalmente bien iluminado y limpio.

Es necesario algo de fuerzo físico como en agacharse, doblarse y a levantar objetos. Sin embargo, los constructores de herramientas y moldes pueden algunas veces trabajar sentados también.

El horario normal a la semana es de 40 horas. En ocasiones trabajan horas extras en períodos de mucho trabajo, y se les paga sueldo y medio.

¿Dónde Trabajan?

Los empleos en este oficio se encuentran en fábricas que producen en serie a máquina. Como se mencionó antes, esto puede incluir desde la producción de equipo eléctrico hasta maquinaria para aviones grandes.

Hay más empleos en las ciudades grandes. Esto es verdad especialmente en áreas donde hay muchas fábricas y plantas que usan maquinaria especial.

¿Cuánto Ganan?

En 1976 el salario para estos trabajadores era de entre $5.56 y $8.87 por hora. El salario actual depende del lugar de empleo y de la habilidad del trabajador. Las grandes ciudades pagan salarios más altos que las ciudades chicas.

¿Cuáles Son Los Requisitos?

Educación de escuela secundaria no es necesaria pero sí ayuda cuando se busca trabajo. Los empleadores prefieren a graduados de la secundaria y

Perhaps the best way to get the necessary training in tool and die making is to go through an apprenticeship program. Most of these programs include both classroom and on-the-job training, and they take around 4 years to complete. The apprentice learns how to operate machinery, use certain handtools, and do other important steps in working with metal. Nonetheless, experience is still very important to have. It is not only the key to getting many jobs but also the key to promotions and pay increases.

What Are The Possibilities For Advancement?

There are many ways for a tool and die maker to go up the job ladder. A worker who gains more skills and experience will receive pay increases every so often. A highly skilled and experienced worker can go into designing tools or making up better ways of mass-producing. Also, supervisory, self-employment, or administrative positions are other promotional possibilities.

What Is The Outlook?

The general outlook for this occupation looks good through at least the next ten years. There will be many new positions coming up in new and growing businesses and also in the replacement of workers who leave the field. Although a growth in employment is expected, the rate of growth will be slow because of new types of machinery that do some of the work.

Worker Characteristics

Tool and die makers must be in good physical health and able to do some heavy lifting. Good eyesight as well as coordination of eye and hand movements are important. These workers should also have skilled hands and fingers.

Favorable Features

Excellent pay
Upward mobility
Self-employment
Good outlook
Paid for overtime work
Apprenticeship programs available

Unfavorable Features

Must be precise
Some job hazards

especialmente a solicitantes que han tomado clases en matemáticas, mecánica y física.

Quizás el mejor modo de obtener el entrenamiento necesario en construcción de herramientas y moldes es por medio de un programa de aprendizaje. La mayoría de estos programas ofrecen clases y entrenamiento en el trabajo y duran de más o menos 4 años para terminar. El aprendiz aprende a operar máquinas, usar ciertas herramientas de mano y otros pasos importantes para trabajar con metal. Sin embargo, tener experiencia es también muy importante. Esta experiencia no solo es la clave para conseguir trabajo sino también para conseguir ascensos y aumentos de sueldos.

¿Cuáles Son Las Posibilidades De Ascenso?

Existen muchas formas para que un constructor de herramientas y moldes pueda ascender en la escala de puestos. Un trabajador que adquiere experiencias y habilidades recibirá aumentos de sueldos cada cierto tiempo. Un trabajador experto y altamente especializado puede dedicarse al diseño de herramientas o al diseño de formas mejores de producción en serie. Otras posibilidades de ascenso pueden ser las posiciones de supervisor, empleo independiente o administración.

¿Cuál Es La Perspectiva?

La perspectiva general de esta ocupación es buena para los diez años siguientes al menos. Habrá muchas posiciones nuevas en nuevos negocios y negocios en crecimiento, así como en el reemplazo de trabajadores que abandonan la profesión. Aunque se espera un crecimiento de empleos, el crecimiento será muy lento debido a los nuevos tipos de maquinaria que hacen parte del trabajo.

Características Del Trabajador

Los constructores de herramientas y de moldes deben estar en buena salud física, y deben poder levantar objetos pesados. También es importante tener buena vista así como buena coordinación entre los ojos y los movimientos de las manos. También deberán tener manos y dedos hábiles.

Rasgos Favorables

Sueldos excelentes
Ascensos
Empleo independiente
Buena perspectiva
Pago por las horas extras
Programas de aprendizaje

Most work done indoors

Slow growth in employment

Must provide own hand tools at some places

Related Jobs

Machinist

Machine Tool Operator

Tool Designer

Machine Shop Inspector

Gage and Instrument Inspector

Rasgos Desfavorables

Debe ser muy preciso

Algunos peligros en el trabajo

El espacio puede ser muy limitado

Lento crecimiento del número de empleos

En algunos lugares, el trabajador debe tener sus propias herramientas

Empleos Relacionados

Maquinista

Operador de Herramientas de Máquina

Diseñador de Herramientas

Inspector de Taller

Monograph C

Monógrafo C

MARKETING & DISTRIBUTION

MERCADO Y DISTRIBUCION

MARKETING AND DISTRIBUTION

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MERCADO Y DISTRIBUCION

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INTRODUCTION

Marketing and distribution has become an important part of our everyday living. The workers in this field make sure that the products and goods we use are made available. Distributors do this by selling their products to different types of stores where we, as consumers, can go and buy them. Many times distributors will inform the public about their products, through advertising, so that people will buy their products as soon as they are made available in the stores. This, in turn, will assure that the store will want to buy more of the same or other products from the distributor.

Today, the American economy has become a service economy. Therefore, marketing and distribution also deals in providing services to the public. Almost half of the people employed in the United States are working in jobs where a service is offered. These include such services as building maintenance, remodeling your home, or weight control programs. Our service economy is important in that it creates an opportunity for exciting new jobs.

The jobs offered in marketing and distribution range from wholesale food distribution to foreign trade and management. These workers need several marketing skills which include having an interest in people, and good writing and speaking abilities. Other important skills include reasoning, problem-solving, organizing, and careful planning.

The outlook for jobs in marketing and distribution is expected to be good through the 1980's. Especially since many of these positions are new, the demand for skilled workers is increasing.

INTRODUCCION

Mercado y distribución se ha hecho una parte muy importante de nuestra vida diaria. Los trabajadores en este campo de trabajo se aseguran de que los productos y otras cosas estén al alcance de la gente. Los distribuidores venden sus productos a diferentes tipos de tiendas donde nosotros, los consumidores, podemos ir a comprarlos. Muchas veces los distribuidores informan al público acerca de sus productos por medio de anuncios para que la gente compre sus productos tan pronto como salgan a las tiendas. Esto asegura que la tienda va a querer comprar más de los mismos u otros productos del distribuidor.

Hoy en día, la economía se ha convertido en una economía de servicios. Así es de que, mercado y distribución también está envuelto en dar servicios al público. Casi la mitad de la gente que trabaja en los Estados Unidos trabajan en lugares donde se ofrecen servicios. Estos son servicios como mantenimiento de edificios, remodelamiento de casas o controlamiento de peso. Nuestra economía de servicios es importante porque ofrece la oportunidad de trabajos emocionantes.

Los trabajos que son parte de mercado y distribución cambian desde ventas de comidas al por mayor al comercio extranjero y negociaciones. Estos trabajadores deben de tener interés en la gente y tener buenas habilidades para escribir y hablar. Otras habilidades que son importantes son poder razonar bien, resolver problemas, organización y planear.

Se espera que el futuro de los trabajos en mercado y distribución sea bueno durante los años de 1980. Especialmente, ya que muchas de estas posiciones serán nuevas, la demanda para trabajadores con habilidades va a crecer.

FASHION MERCHANDISING SPECIALIST

The fashion merchandising specialist is responsible for getting clothes that the public wants into the store. They buy clothes from the manufacturing companies for the store they work for. Or, the specialist may simply attend fashion shows and keep regular store buyers informed about new, upcoming fashion trends.

What Are The Working Conditions?

The stores that employ these specialists are usually very neat and pleasant. However, wholesale buying can be a very hectic part of the job. It can get very noisy and crowded and there's alot of competition from other buyers. Also, during holiday seasons it can get quite busy and there may be pressure to meet deadlines, to keep the stores stocked and to keep the customers happy.

Where Do They Work?

Almost every clothing store that sells fashion merchandise needs a fashion merchandising specialist. Large chain and department stores may hire many specialists to work out of big cities that are known for their fashions. Small stores use these specialists as consultants and do not have full-time positions. Other small stores may have the specialist act only as their buyer.

What Kind Of Training Is Needed?

A good background in math, English and art are good to have while in high school. After high school, a two-year program in retailing or fashion merchandising is the most common way to get into this field.

These programs are offered at technical schools and at most community colleges. Business and fashion institutes are located in most of the major cities. Otherwise, there is the possibility of attending community college or working your way up from an entry level position. Going through the formal education may be quicker than working your way up the ranks. However, experience is important to have also.

How Much Do They Earn?

Wages may depend on who the employer is and/or the town you work in. The average annual wage in 1976, however, was about $24,000. There are some specialists who earned as high as $50,000 per year.

ESPECIALISTA EN MERCANCIA DE MODAS

El especialista en mercancía de modas es responsable de que las tiendas tengan el tipo de ropa que la gente quiere. Ellos/ellas compran ropa de las compañías fabricantes para las tiendas en las que trabajan. O, el especialista simplemente puede ir a exhibiciones de modas y pasar la información a los compradores de tiendas acerca de modas nuevas o el curso de las modas nuevas.

¿Cuáles Son Las Condiciones De Trabajo?

Las tiendas donde trabajan estos especialistas son muy limpias y en condiciones gratas. Sin embargo, las ventas al por mayor pueden ser una parte muy incomoda del trabajo. Se puede poner muy ruidoso y lleno de gente y hay mucha competencia de otros compradores. También, durante las temporadas de fiestas se puede poner muy ocupado y también puede haber presión para cumplir plazos, mantener las tiendas con mercancía y tener felices a los clientes.

¿Dónde Trabajan?

Casi todas las tiendas que venden mercancía de moda ocupan un especialista de mercancía de modas. Las cadenas grandes y tiendas de departamentos emplean a muchos especialistas para que trabajen en las ciudades grandes que son conocidas por sus modas. Las tiendas chicas usan a los especialistas como consultantes y no tienen posiciones de tiempo completo. Otras tiendas chicas ocupan a los especialistas como sus compradores.

¿Qué Clase De Entrenamiento Se Necesita?

Es bueno tener antecedentes en matemáticas, inglés y arte durante los años en la escuela secundaria. Después de la secundaria, un programa de dos años en ventas y mercancía de modas es lo más común que se hace para entrar en este oficio.

Estos programas se ofrecen en escuelas técnicas y en colegios de la comunidad. Institutos de negocios y de belleza se encuentran en las ciudades mayores. De otro modo, hay la posibilidad de atender un colegio de la comunidad o empezar desde abajo hasta llegar a arriba.

Al asistir al colegio puede ser más rápido que empezar uno solo desde abajo. Sin embargo, la experiencia es importante también.

¿Cuánto Ganan?

El salario depende en quien es el empleador o en la ciudad donde trabajan.

Paid vacations and other benefits are usually included after a brief training period. This may also include discounts on merchandise and the option to buy company stocks or a profit sharing plan.

What Are The Chances For Advancement?

There are many opportunities to advance for anyone who is willing to work hard. Most of the positions do not necessarily require any further education or training. With experience, a fashion merchandising specialist may advance to general merchandise buyer, fashion coordinator, copywriter or a private store owner.

What Is The Outlook?

Jobs in the retailing industry look very promising. Along with the growth in population, there has also been a growth in all the many shopping centers and clothing stores available to the public. This growth has provided many jobs in the fashion industry. This kind of trend has come about since World War II and is expected to continue.

Worker Traits

A fashion merchandising specialist has alot of contact with people on the job. This can also be competetive and demanding type of work. For this reason, persons interested in these occupations should have a positive personality, self-confidence, good judgement and leadership qualities. Alertness, good grooming, a neat appearance and some artistic abilities are also important.

Favorable Features

Good pay and benefits
Store discounts
A chance to travel
Mostly pleasant working conditions

Unfavorable Features

Very competitive
Pressure to meet deadlines
Irregular work hours during holiday seasons
Can be hectic work

Related Jobs

Salesperson
Fashion Coordinator

El salario anual regular en 1976, sin embargo, fue alrededor de $24,000. Hubieron algunos especialistas que ganaron hasta $50,000 por año.

Después de un período de entrenamiento también se les incluye vacaciones pagadas y otros beneficios. Esto también puede incluir descuentos en mercancía y pueden comprar valores de compañías o planes donde se comparten las ganancias.

¿Cuáles Son Las Oportunidades Para Avanzar?

Hay muchas oportunidades para avanzar para las personas que están dispuestas a trabajar mucho. La mayoría de las posiciones no requieren más educación o entrenamiento.

Un especialista que tiene experiencia puede avanzar a comprador general de mercancía, coordinador de modas, escritor de derechos de propiedad o dueño de tiendas.

¿Cuál Es El Futuro?

Los trabajos en la industria de comercio se ven muy prometedores. Junto con el crecimiento de la población, también ha habido un crecimiento en los centros de compras y tiendas de ropa. Han resultado muchos trabajos en la industria de modas de este crecimiento. Este curso en el negocio de las modas comenzó desde la segunda guerra mundial y se espera que siga.

Características Del Trabajador

Un especialista en mercancía de modas tiene mucho contacto con la gente. Esto también puede ser muy competitivo y exigente. Por esta razón, las personas interesadas en estas ocupaciones deben tener una personalidad positiva, confianza en si mismo, buen juicio y cualidades para dirigir. Ser alerta, bien vestido, apariencia limpia y habilidades artísticas también son importantes.

Rasgos Favorables

Buen pago y beneficios
Descuentos en las tiendas
Oportunidades de viajar
Por la mayor parte las condiciones de trabajo son gratas

Rasgos Desfavorables

Mucha competencia
Hay presión cuando se tienen que cumplir plazos
Horas cambian durante temporadas festivas
Puede ser trabajo agitador

Copy Person
Copy Writer
Associate/Assistant Buyer

MANAGEMENT SPECIALIST

Management specialists are usually in charge of large companies and businesses. They make sure that the work gets done and that everything runs smoothly. The manager tries to make employees feel good about their work so that they will be more creative and do good work. This, in turn, helps the business increase its profits.

Some of the job duties are training, organizing, and coordinating. And, at the same time, the manager must also be sensitive to the needs of the employees.

What Are The Working Conditions?

The working conditions depend on the type of business and the company the manager works for. Most of them do provide very comfortable, pleasant and attractive work surroundings.

Management positions may also be very physically and mentally stressful because of the many demands and responsibilities. There is alot of pressure to meet quotas and deadlines. This would also include alot of overtime and irregular working hours.

Where Do They Work?

A management specialist may find work in almost any business or organization that offers management positions. There are many job opportunities in both commercial and private companies. Some government agencies also hire management specialists.

The placement office of your graduating school is a good place to start looking for a job. Many employers seek out qualified graduates from school placement files.

Trabajos Relacionados

Vendedor

Coordinador de Modas

Escritor de Propaganda

Asociado/Asistente de Compras

ESPECIALISTA EN MANEJAMIENTO

Los especialistas en manejamiento tienen a su cargo compañías grandes y negocios. Ellos se aseguran de que el trabajo se haga y que todo marche bien. El manejador trata de hacer que sus clientes se sientan bien acerca de su trabajo para que produzcan más y hagan buen trabajo. Esto ayuda a que al negocio le crezcan las ganancias.

Algunas de las responsabilidades en el trabajo son de entrenar, organizar, y coordinar. Al mismo tiempo, el manejador debe de tener consideración y conocer las necesidades de los empleados.

¿Cuáles Son Las Condiciones De Trabajo?

Las condiciones de trabajo dependen en el tipo de negocios o en la compañía para la que trabaja el manejador. Muchos de ellos ofrecen áreas de trabajo gratas, atractivas y cómodas.

El trabajo de manejamiento puede ser muy físico e intelectual por las muchas demandas y responsabilidades. Hay mucha presión para cumplir plazos. Esto también incluye muchas horas extras y horas irregulares de trabajo.

¿Dónde Trabajan?

Un especialista de manejamiento puede encontrar trabajo en casi todos los negocios u organizaciones que ofrecen posiciones en manejamiento. Hay muchas oportunidades de trabajo en compañías comerciales y privadas. Algunas agencias de gobierno emplean a especialistas en manejamiento también.

La oficina de colocación de empleo en las escuelas es buen lugar para empezar a buscar trabajo. Muchos empleadores buscan a graduados por medio de los archivos de colocación de las escuelas.

What Kind Of Training Is Needed?

Advanced training is needed for most entry-level positions in management unless an employee works his/her way up the job ladder over the years. The requirements seem to be getting more difficult as running a business is becoming more difficult.

Community colleges, universities and business colleges provide degrees and special training in business administration and management. Having one of these degrees makes finding a job much easier.

How Much Do They Earn?

The average salary for most beginning positions in 1976 were in the area of $10,000 to $15,000 per year. With experience and promotions a manager may earn $25,000 per year, or more. Alot of this depends on the worker's abilities and the size of the company.

Store discounts and opportunities to invest in company stock are just a few of the many benefits available to management specialists.

What Are The Chances For Advancement?

There are many advancement opportunities for a management specialist. Especially for those who get advanced training and degrees in business. Many of the advanced positions are to executive or regional management of a business. And, it is not surprising to find that some managers may eventually become self-employed.

What Is The Outlook?

New businesses and organizations have been growing along with the expansion of our economy. Government services have also expanded and have therefore provided more job opportunities. All of this has made retailing the second largest industry in this country and has provided these workers with a favorable job outlook.

Worker Characteristics

A manager must be emotionally stable in order to provide employees with the proper leadership and support. Good character and intelligence are also standard requirements for management jobs.

¿Qué Clase De Entrenamiento Se Necesita?

Entrenamiento más avanzado se necesita para poder entrar en posiciones de manejamiento al menos que un empleado decida que quiere empezar sin experiencia y subir a otras posiciones a través de los años. Los requisitos se ponen más difíciles así como manejar un negocio también se pone más difícil.

Colegios de la comunidad, universidades y colegios de negocios proveen diplomas en entrenamiento especial en administración de negocio y en manejamiento. Al tener uno de estos diplomas ayuda mucho a conseguir trabajo más facilmente.

¿Cuánto Ganan?

El salario ordinario para posiciones principiantes en 1976 fue en la área de $10,000 a $15,000 por año. Con promociones y experiencia, un manejador puede llegar a ganar hasta $25,000 por año, o más. Mucho de esto depende en las habilidades del trabajador y el tamaño de la compañía.

Los descuentos y las oportunidades de invertir en acciones de la compañía son solo unos de los muchos beneficios que hay para los especialistas en manejamiento.

¿Cuáles Son Las Oportunidades Para Avanzar?

Hay muchas oportunidades para avanzar para un especialista en manejamiento y especialmente para los que tienen entrenamiento avanzado y diplomas en negocios. Muchas de las posiciones a las que se puede avanzar son a ejecutivo o a manejador de negocios en una área. Y, no es sorprendente que muchos de estos manejadores terminen con sus propios negocios.

¿Cuál Es El Futuro?

Negocios nuevos y organizaciones han estado creciendo junto con el crecimiento de nuestra economía. Los servicios del gobierno también han estado creciendo y por lo tanto han ofrecido más oportunidades de empleos. Todo esto ha hecho al negocio de reventas la industria número dos en este país y ha proveido un futuro mejor para estos trabajadores.

Características Del Trabajador

Para poder ofrecerles a sus empleados dirección y apoyo, un manejador debe de estar bien emocionalmente. Buen carácter e inteligencia son también requisitos normales para trabajos en manejamiento.

Favorable Features

Excellent salary and benefits
Good advancement opportunities
Many possibilities for employment
Generally pleasant working conditions
Possible self-employment

Unfavorable Features

Alot of responsibilities
Advanced training and education rapidly becoming a requirement
Many important decisions
Employees' work reflects on the manager

Related Jobs

Corporate Executive
Second-line Supervisor
Plant Manager
Instructor

Rasgos Favorables

Salario y beneficios excelentes
Buenas oportunidades de adelantos
Muchas posibilidades de empleo
Generalmente las condiciones de trabajo son gratas
El empleo por si mismo es muy posible

Rasgos Desfavorables

Muchas responsabilidades
Entrenamiento avanzado se está convirtiendo en requisito rapidamente
Muchas decisiones importantes
El trabajo de los empleados se refleja en el manejador

Trabajos Relacionados

Ejecutivo Corporado
Supervisor de Segunda Linea
Manejador de Plantas
Instructor

FOOD DISTRIBUTION SPECIALIST

The job of the food distribution specialist is to make sure that food supplies move from the growers, through a distribution system, and all the way to the supermarket. Many of the food products require special handling for which the distribution specialist must make arrangements. This has created many new job opportunities.

Where Are They Employed?

Most job opportunities are found in food store operations, such as large supermarkets, and wholesale produce markets. A greater number of jobs are found in cities with large populations than in small towns.

What Are The Working Conditions?

Work settings are usually comfortable and pleasant. Employees work together as a team to provide food to the public. The work week is generally 40 hours, which involves standing for long periods of time. Many employees also belong to unions.

What Salaries Do They Earn?

Salaries and benefits depend on the cost of living and the kind of job opportunities in the area. In 1976, management positions in the food industry ranged between $9,600 and $24,000 a year. Larger stores that make more profits usually offer higher salaries.

What Promotions Are Available?

Food distribution specialists may advance to district manager, broker, store manager, or buyer. These promotions depend on the skills, background, and experience the specialist has.

What Is The Outlook?

The growing population and economy have created many new job opportunities. More supermarkets are expected to open and the outlook for these jobs should be good.

What Kind Of Training Is Needed?

Employers prefer graduates from two-year programs in food distribution or supermarket management. Similar training is also offered in most junior colleges and vocational training programs.

ESPECIALISTA EN DISTRIBUCION DE ALIMENTOS

El trabajo del especialista en distribución de alimentos es de asegurarse de que surtidos de comida se muevan de los cultivadores, por medio de sistemas de distribución y derecho a los supermercados. Muchos de los productos requieren manejo especial, y el manejador tiene que encargarse de hacer los arreglos. Esto ha creado muchas oportunidades de empleo.

¿Dónde Trabajan?

Muchos de los trabajos se encuentran en operaciones de tiendas de comida, como supermercados grandes, y vendedores de productos de por-mayor. Un número más grande de empleos se encuentran en ciudades grandes que en pueblos chicos.

¿Cuáles Son Las Condiciones De Trabajo?

El ambiente de trabajo por lo general es cómodo y placentero. Los trabajadores trabajan en grupos para poder ofrecerle comida al público. La semana de trabajo es generalmente de 40 horas, lo cual envuelve estar de pié por largos períodos de tiempo. Muchos empleados también pertenecen a uniones.

¿Qué Salarios Ganan?

Salarios dependen en el costo de vida y la clase de oportunidades de trabajo que hay en la área. En 1976, las posiciones en la industria de comida cambiaron desde $9,600 y $24,000 al año. Tiendas grandes que hacen más ganancias usualmente ofrecen sueldos más altos.

¿Qué Promociones Hay?

Especialistas en distribución de comida pueden avanzar a manejadores de región, cambista, manejador de tienda o comprador. Estas promociones dependen de las habilidades, antecedentes y experiencia que el especialista tenga.

¿Cuál Es La Perspectiva?

La población que crece y la economía han creado muchas oportunidades de trabajo. Se espera que muchos supermercados se habran en el futuro y por esta razón la perspectiva se mira prometedora.

¿Qué Clase De Entrenamiento Se Necesita?

Los empleadores prefieren a graduados de programas de dos años en distribución de alimentos o manejamiento de supermercados. Colegios de la comunidad y programas vocacionales ofrecen entrenamiento similar.

Worker Traits

To be a successful food distribution specialist, a person must be honest and willing to work hard. It is also important to have a clean, neat appearance and a friendly personality. All workers must pass a physical examination to assure good health and prevent diseases from being spread.

Favorable Features

Comfortable surroundings
Unions
Good pay and benefits
Job outlook is good
Several entry-level jobs are available

Unfavorable Features

Alot of physical work
Responsible for customer satisfaction
Better job opportunities are in big cities
Sometimes long working hours

Related Jobs

Buyer
Store Manager
Truck Driver
Produce Distributor
Grocery Clerk

Características Del Trabajador

Para llegar a ser un distribuidor de alimentos con éxito, una persona debe ser honesta y estar dispuesta a trabajar fuerte. Es importante también tener una apariencia limpia y tener una personalidad amigable. Todos los trabajadores deben de tomar una examinación física para asegurarse de que están en buena salud y para prevenir que se desparramen las enfermedades.

Rasgos Favorables

Ambiente cómodo
Uniones
Buen pago y beneficios
La perspectiva de trabajo es buena
Hay varios trabajos para principiantes

Rasgos Desfavorables

Mucho trabajo físico
Responsable de la satisfacción de clientes
Mejores oportunidades de empleo se encuentran en ciudades grandes
A veces hay horas largas de trabajo

Trabajos Relacionados

Comprador
Manejador de Tienda
Manejador de Camión
Distribuidor de Provisiones
Dependiente de Abarrotes

MARKETING RESEARCH WORKER

Marketing research workers provide information to businesses on how to market their products. This means that they advise their employers on the best way to sell their products. They do this by analyzing information on products and services, they do surveys and interviews of customers, and they supervise office workers who work directly with the information they have gathered.

Marketing research workers are concerned with customer's opinions and tastes. They use this to study the growth of sales and to figure out the amount of future sales in different cities.

Where Are They Employed?

In 1976, about 25,000 marketing research workers were employed in the United States. Most of the jobs were found in manufacturing companies, advertising agencies and research organizations. Others worked for stores, radio and television companies, newspapers, universities, and government agencies. Most of these jobs are found in large cities.

What Salaries Do They Earn?

Trainees earned about $11,000 a year, in 1976. Workers with a master's degree earned about $15,000 a year. Experienced workers averaged over $19,000 a year. Salaries usually depend on the type, size, and the location of the employer.

What Are The Working Conditions?

Marketing research workers usually work in modern offices. Those who work for independent research companies may spend alot of their time traveling while on the job. These workers may have to work under pressure sometimes when long hours are necessary to meet deadlines.

What Promotions Are Available?

Trainees usually start out as research assistants or junior analysts. As they gain experience, assistants and junior analysts take on more responsibilities for certain research projects or they may advance to a supervisory position. Other promotions include marketing research director or vice-president for marketing and sales.

Graduate study, or an advanced formal education, is usually required for advancement in this field.

TRABAJADOR DE INVESTIGACION DE MERCADO

Los trabajadores de investigación de mercado se encargan de dar información a los negocios en como vender sus productos. Esto quiere decir que dan consejos a sus empleados en el mejor modo de vender sus productos. Ellos hacen esto por medio de analizando información acerca de los productos y servicios. Estudian y hacen entrevistas de los clientes, y supervisan el trabajo de las oficinistas que trabajan directamente con la información que han juntado.

Trabajadores de investigación de mercado se preocupan por las opiniones y los gustos de los clientes. Hacen esto para poder estudiar el crecimiento de ventas y para figurar la cantidad de ventas en diferentes ciudades en el futuro.

¿Dónde Trabajan?

En 1976, como 25,000 trabajadores de investigación de mercado trabajaron en los Estados Unidos. La mayoría de los trabajos se encontraban en compañías fabricantes, agencias de publicidad y organizaciones de investigaciones. Otros trabajaron en tiendas, compañías de radio y televisión, periódicos, universidades y agencias de gobierno. El mayor número de estos trabajos se encuentran en ciudades grandes.

¿Qué Salarios Ganan?

Personas en entrenamiento ganaron como $11,000 al año en 1976. Trabajadores con grado de maestría ganaron como $15,000 al año. El promedio de salario de trabajadores con experiencia fue de $19,000 al año. Los salarios usualmente dependen en el tipo, medida y el lugar donde se encuentra el trabajo.

¿Cuáles Son Las Condiciones De Trabajo?

Trabajadores de investigación de mercado usualmente trabajan en oficinas modernas. Los que trabajan para compañías privadas de investigación pasan mucho de su tiempo viajando mientras trabajan. Estos trabajadores se pueden encontrar trabajando bajo presión cuando se necesita trabajar mucho para cumplir plazos.

¿Qué Promociones Hay?

Entrenantes usualmente comienzan como asistentes o analistas principiantes. Mientras ellos adquieren experiencia, los asistentes o analistas principiantes toman a su cargo más responsabilidades en ciertas proyectos de investigación o avanzan a posiciones de supervisión. Otras posiciones

What Kind Of Training Is Needed?

Even though a bachelor's degree is usually enough, opportunities are best for applicants with graduate training in marketing research or economics.

Training programs are usually available in most colleges and universities. Some marketing research positions require specialized skills such as engineering sales, or data processing.

What Is The Outlook For This Occupation?

The number of jobs in marketing and research rises with the development of new products and services. Job opportunities in this area are expected to be good through the mid 1980's. However, the demand for marketing services limits the hiring of research workers when economic growth is slow.

Worker Traits

Workers must be able to solve problems without letting their personal opinions get in the way. They must be able to write and speak clearly because they let their employees know about the results they found through written reports and presentations.

Favorable Features

Can work alone or as part of a team
Clean, comfortable surroundings
Good pay and benefits
Good job opportunities

Unfavorable Features

Minimum of bachelor's degree needed
Promotions limited to advanced degrees
Job opportunities depend on the economy
Work is detailed

Related Jobs

Marketing Research Director
Advertising Worker
Auditor
Data Analyst

incluyen director de investigación de mercado o vice-presidente de ventas y mercado.

Estudios hechos por estudiantes en programas de maestría, o un estudio avanzado hecho por un grupo de educación formal, se necesita para poder avanzar en este campo de empleo.

¿Qué Clase De Entrenamiento Se Necesita?

Aunque un grado de Bachiller sea suficiente, hay más oportunidades para los solicitantes con entrenamiento de universidad en investigación de mercado o en economía.

Los programas de entrenamiento se encuentran en colegios y universidades. Algunas posiciones de investigación de mercado requieren que el trabajador tenga habilidades especializadas ya sea en ingeniería, ventas o procesamiento de datos.

¿Cuál Es La Perspectiva Para Esta Ocupación?

El número de trabajos en investigación y mercado sube con el desarrollo de los productos nuevos y servicios. Oportunidades de trabajo en esta área se espera que sean buenas hasta mediados de los 1980. Sin embargo, la demanda para servicios de mercado hace que no haiga muchos trabajadores cuando la economía es baja.

Características Del Trabajador

Los trabajadores deben de hacer decisiones sin dejar que sus opiniones personales se pongan de por medio. Deben de escribir y hablar bien porque ellos escriben reportes y les dan a saber a los empleados acerca de los resultados que encontraron en reportes escritos y presentaciones.

Rasgos Favorables

Puede trabajar solo o en grupos
Medios limpios y cómodos
Buen pago y beneficios
Buenas oportunidades de trabajo

Rasgos Desfavorables

Se requiere por lo menos un grado de Bachiller
Las promociones se les dan únicamente a los que tienen diplomas
Oportunidades buenas de empleo dependen en la economía
Trabajo detallado

Trabajos Relacionados

Director de Investigación de Mercado

FOREIGN TRADE SPECIALIST

Foreign trade specialists are involved in foreign trade of all types of products. This not only includes importing foreign products but exporting American-made goods is a very important part of trade also. Animals, clothing, shoes, glassware, jewelry, and cars are just a few of the things that are traded.

The specialist is responsible for promoting sales and generally to assure a steady flow of goods for trade. This requires a whole team of experts in several areas of marketing and distribution.

What Are The Working Conditions?

Foreign trade is an international business with alot of pressure to meet deadlines. Because of this it is hard to guess exactly how many hours are actually worked in an average week. There may be alot of overtime work whenever there are such deadlines to be met. The trade specialist must also work fast and with no mistakes, if at all possible.

International travel is also part of this job. Usually employers will pay for all travel expenses since it is part of the job. However, some persons who have families or who do not enjoy travel may not favor this type of work. There is also the possibility of getting transferred to a foreign country or across the United States right in the middle of a career.

Where Do They Work?

Jobs in this field can be found in any private or commercial company that handles foreign trade. The Department of Commerce and other government agencies are good sources for employment. Also, large cities near the coasts have many more job opportunities to offer than do smaller cities in the central United States.

How Much Do They Earn?

In 1977, average salaries for most entry-level positions ranged from $8,000 to $15,000 per year. Through advancement and with experience, a foreign trade specialist may earn as much as $25,000 to $75,000 per year. Actual salaries depend on the position and area of specialization.

What Kind Of Training Is Needed?

Graduation from a well-known business college is usually required for most jobs in world trade. There may be some exceptions when an employer

Trabajador de Publicidad
Auditor
Analista de Datos

ESPECIALISTA EN COMERCIO EXTERIOR

Los especialistas en comercio exterior están envueltos en cambios exteriores de todas clases de productos. Esto no solamente es importar productos pero también exportar productos Americanos es una parte importante. Animales, ropa, zapatos, cristalería, joyas y carros son pocas de las cosas que se cambian.

El especialista es responsable de promover las ventas y de asegurar que los productos sigan elegando y saliendo a un paso normal. Esto requiere a todo un grupo de expertos en la área de mercado y distribución.

¿Cuáles Son Las Condiciones De Trabajo?

El comercio exterior es un negocio internacional que tiene mucha presión para cumplir plazos. Es por esto que es difícil suponer exactamente cuantas horas se trabaja a la semana. Cuando se tienen que cumplir plazos es necesario trabajar fuera de las horas regulares. El especialista debe también poder trabajar bien y sin errores si es posible.

Viajes internacionales también son una parte importante de este trabajo. Usualmente los empleadores pagan por estos viajes ya que son también parte del trabajo. Sin embargo a las personas que no les gusta viajar o que tienen familia no les gustaría este tipo de trabajo. También hay la posibilidad de ser transferido a una ciudad fuera del país o al otro lado de los Estados Unidos cuando la persona se encuentra en medio de su carrera.

¿Dónde Trabajan?

Trabajos en este campo se pueden encontrar en casi cualquier compañía comercial o privada que maneja comercios exteriores. El departamento de comercio al igual que otras agencias de gobierno son buenas fuentes de empleo. También las ciudades grandes y que están cercas de las costas tienen mejores oportunidades de empleo que las ciudades chicas en los lugares centrales de los Estados Unidos.

¿Cuánto Ganan?

El promedio de salarios en 1977 para la mayoría de las posiciones de

may feel very confident about an applicant's skills and will therefore be willing to train him/her. This may also include sending the applicant to a special business school. There are a few Schools of World Trade located in large major cities.

For a student who is interested in going into foreign trade some day, it is a good idea to get some background in the type of work that will be required. Business courses, social sciences, and geography are helpful. Foreign languages are especially important.

What Are The Chances For Advancement?

With continued study and experience there are various specialty areas that a foreign trade specialist may advance to. A qualifying exam through the American Society of International Executives may be required for some of these positions. However, this is one of very few industries where an employee may advance to an executive position without a college degree.

A foreign trade specialist may advance to one of many positions. Some of them include government trade specialist, international advertising specialist, export manager and foreign trade consultant. Other promotions are given through transfers to related areas of work.

What Is The Outlook?

Our government, as well as many private companies in this country are involved in alot of foreign trade. We depend on it for getting some of the foods we eat, the gasoline and oil for our cars, and other things, both private and public business are expected to grow and spread around the world. Thus, job opportunities in world trade will also grow in a number of places. This promising growth in employment will continue at a slow but steady pace for at least another 10 years.

Worker Traits

This type of work requires someone who is a hard worker, patient, and very flexible. The trade specialist should also be understanding of different customs and points of view. Because of all the responsibilities involved in this work, the specialist must be good at problem-solving and handling special situations that may come up.

principiante fue de entre $8,000 a $15,000 por año. Por medio de promociones y con experiencia, un especialista en comercio extranjero puede ganar tanto como $25,000 a $75,000 por año. El salario regular depende en la posición y en la área en que se especializan.

¿Qué Clase De Entrenamiento Se Necesita?

Ser graduado de un colegio de negocios reconocido es lo que usualmente piden los empleadores en el mundo de comercio exterior. Puede ser diferente cuando el empleador se siente seguro de un suplicante y está dispuesto a entrenarlo. Esto también puede incluir mandar al solicitante a una escuela especial de negocios. Hay unas pocas escuelas de Comercio Mundial localizadas en las ciudades grandes.

Es buena idea adquirir experiencia si alguien piensa entrar al negocio de comercio exterior. Cursos en negocios, ciencias sociales y geografía ayudan mucho. Saber diferentes lenguajes es muy importante.

¿Cuáles Son Las Oportunidades Para Avanzar?

Cuando se tienen estudios y experiencia hay varios áreas de especialidad a los que un especialista puede avanzar. Un examen de calificación por medio de la Sociedad Americana de Ejecutivos Internacionales puede ser uno de los requisitos para poder entrar en algunas de estas posiciones. Sin embargo, esta es una de las pocas industrias en donde un trabajador puede llegar a una posición de ejecutivo sin tener educación de colegio.

El especialista en comercio exterior puede avanzar a una de muchas posiciones que hay. Algunas de estas posiciones son Especialista en Comercio de Gobierno, Especialista en Propaganda Internacional, Manejador de Exportaciones y Consultante de Comercio Exterior. Se dan otras promociones por medio de cambios de trabajos que sean parecidos.

¿Cuál Es La Perspectiva?

El gobierno, al igual que muchas compañías privadas en este país está envuelto en comercio de exterior. Nosotros dependemos en él para conseguir algunas de nuestras comidas, la gasolina y el aceite para nuestros carros y otras cosas. Se espera que los negocios privados y públicos crezcan y se desparramen por todo el mundo. Al igual, oportunidades de empléo en comercio de exterior también creceran en diferentes lugares. Este crecimiento de empleos que se promete seguirá creciendo despacio pero seguro por al menos 10 años más.

Características Del Trabajador

En este tipo de trabajo se necesita a alguien que es un buen trabajador,

Favorable Features

Fairly good pay and benefits
Advanced formal education is not required
A chance to travel
Promising job outlook
Alot of different ways to advance

Unfavorable Features

May have to work under pressure to meet deadlines
Many responsibilities
Sometimes irregular working hours
May have to work in a foreign country, not of your choice

Related Jobs

Assistant Buyer
Export Manager
Field Representative
Advertising Manager
Sales Manager

paciente, y muy flexible. El especialista de comercio también debe entender las diferentes costumbres y puntos de vista. Por todas las responsabilidades que tiene este trabajo, el especialista debe ser capaz de resolver problemas y estar al frente de situaciones especiales.

Rasgos Favorables

Más o menos buen pago y beneficios
No se necesita mucha educación formal
Oportunidad para avanzar
Una perspectiva buena para trabajos en el futuro

Rasgos Desfavorables

Muchos modos diferentes para avanzar
Tiene que trabajar bajo presión cuando hay que cumplir plazos
Muchas responsabilidades
A veces se trabajan horas irregulares
Puede tener que trabajar en un país extranjero que no le guste

Trabajos Relacionados

Comprador Asistente
Manejador de Exportaciones
Representante de Campo
Manejador de Publicidad
Manejador de Ventas

Monograph D

Monógrafo D

CONSUMER & HOMEMAKING

CONSUMO Y TRABAJO DOMESTICO

CONSUMER AND HOMEMAKING

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CONSUMO Y TRABAJO DE CASA

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INTRODUCTION

Jobs in the field of consumer and homemaking make up one of the largest and fastest growing groups of occupations in the United States. These jobs provide a direct service to people and include food-related occupations, public education and personal services.

Most of the consumer occupations do not require a formal education since most of the skills can be learned while on the job. Although an education may not be necessary, however, any chance of advancement is usually limited to those who have advanced training and/or a formal education. This may require a college education, vocational training, or a correspondence course.

Good health is necessary for most jobs. Those employed in food services must also have a health certificate from the state they work in. A pleasant personality is also important since there is so much direct contact with the consumers these occupations serve.

INTRODUCCION

Los trabajadores en el oficio de consumo y trabajo de casa forman el grupo de ocupaciones que esta creciendo más rápido en los Estados Unidos. Estos trabajos sirven a la gente directamente e incluyen ocupaciones que estan relacionadas con comida, educación pública y servicios personales.

La mayor parte de las ocupaciones de consumo no requieren educación formal puesto que casi todas las habilidades se pueden aprender en el trabajo. Aunque una educación puede que no sea necesaria, sin embargo, cualquier oportunidad por avanzo usualmente es limitada para aquellos que tienen entrenamiento avanzado y/o una educación formal. Esto puede requerir una educación de colegio, enseñanza de oficios, o un curso de correspondencia.

Buena salud es necesaria para el mayor número de estos trabajos. Personas que trabajan para servicios de comida también tienen que tener un certificado de salud según el estado en que trabajan. Una personalidad agradable también es importante puesto que hay mucho contacto directo con los consumidores que sirven estas ocupaciones.

SALESPERSON

Salespersons work in all types of stores and businesses selling items and services. They help customers find what they are looking for and they also try to encourage people to buy other things. These workers help the store by taking care of the merchandise and collecting money from customers who buy something.

Without salespersons a store would not be in business. Salespeople run the store and represent their employers.

What Are The Working Conditions?

The work setting depends on the type of business a salesperson works for. However, most stores try to make it as pleasant as possible for both the customer and the employee.

This type of work requires alot of activity. Salespeople spend most of their work hours standing on their feet. They also do alot of bending, stooping, reaching, and lifting.

There is alot of contact with people in this occupation. This can be very demanding, especially when dealing with difficult customers.

Where Do They Work?

As mentioned before, salespersons work in different kinds of businesses. Most of them work in commercial retail stores or for businesses that sell a service.

Bakeries, beauty shops, department stores, real estate companies, insurance companies, and telephone companies are just a few of the many kinds of places in which a salesperson can work. Some salespeople own a business and work for themselves. Others may go from door to door selling products or advertising services for a company.

How Much Do They Earn?

Actual salaries depend on how much experience and skill the worker has at selling. The type of employer, along with any additional selling agreement, will also affect wages. Some salespersons belong to unions which provide them with excellent wages and benefits.

Average wages for a salesperson range from the minimum wage in the state to as much as $700 per month. Employees who receive a commission for the goods they sell may earn much more than $700 in a month.

PERSONA DE VENTAS

Las personas de ventas trabajan en todos tipos de tiendas y negocios vendiendo mercancías y servicios. Ellos/as ayudan a los clientes a encontrar lo que buscan y tratan de animarlos a que compren más. Estos trabajadores ayudan en atender a la mercancía y a recolectar el pago de las ventas.

Sin las personas de ventas, una tienda no podría hacer negocio. Estos empleados corren la tienda y representan la firma para la que trabajan.

¿Cuáles Son Las Condiciones De Trabajo?

El ambiente de trabajo depende del tipo de negocio en que trabaja. Sin embargo, la mayoría de las compañías tratan de hacerlo lo más agradable posible tanto para el cliente como para el empleado.

Este tipo de trabajo requiere mucha actividad. Personas de ventas pasan la mayor parte del tiempo de pie. También tienen que agacharse, doblarse, alcanzar y levantar objetos.

Hay mucho contacto con la gente en esta ocupación. Esto puede hacerse muy exigente, especialmente cuando se trata con clientes difíciles.

¿Dónde Trabajan?

Como se mencionó anteriormente, las personas de ventas trabajan en diversos tipos de negocios. La mayoría de ellos/as trabajan en tiendas comerciales o negocios que ofrecen algún servicio.

Panaderías, salones de belleza, almacén de departamentos, compañías de teléfono son solo algunas de las muchas clases de lugares en que una persona de venta puede trabajar. Algunas personas son propietarios de sus negocios y trabajan para ellos mismos. Otros van a puerta en puerta vendiendo productos o publicando los servicios de una compañia.

¿Cuánto Ganan?

Los salarios dependen de la experiencia y de la habilidad del empleado para vender. El tipo de empleador, junto con cualquier pacto de ventas, también afectan a los salarios. Algunos de estos trabajadores pertenecen a uniones que les proporcionan excelentes sueldos y beneficios.

Los sueldos promedios para las personas de ventas varian desde el salario mínimo en el estado hasta $700 al mes. Los empleados que reciben comisión por los artículos que venden pueden ganar mucho más que $700 al mes.

What Kind Of Training Is Needed?

A high school diploma is not necessarily required by all employers. But, a formal education is becoming more important to most employers. There are many business schools and colleges that offer degrees in business. Additional training beyond high school may take as long as 2 to 6 years to complete, depending on the degree.

Specializing in a particular product or service is very helpful in finding a job or getting a promotion. Workers that specialize also make better wages than those who do not.

Experience is and has been extremely important in sales work. Many employers are willing to hire salespersons without formal training if they have alot of experience and good sales skills. However, to reach some advanced, administrative positions may require a degree in business.

What Are The Possibilities For Advancement?

With alot of experience and knowledge of the trade a salesperson may advance in a number of ways. Beyond the usual raises in pay there are many supervisory, administrative, and executive positions to work toward. A salesperson may work his/her way up the job ladder to one of these advanced positions or may even go into business for him/herself.

What Is The Outlook?

Future employment of sales workers looks promising through the next 10 years. A growth in employment is expected because of the expanding retail trade. Replacement openings made available by workers who leave the field will also add to the increased demand.

Worker Traits

Salespersons must be very energetic people with alot of confidence and discipline. They should be able to handle their customers with courtesy and efficiency. Excellent math skills are important. Also, creativeness, imagination, and organizational abilities are helpful.

Favorable Features

Discounts on merchandise
Promising job outlook
Mostly pleasant working conditions
Many advancement opportunities
Experience and skill may substitute for formal training

¿Qué Clase De Entrenamiento Se Necesita?

Todos los empleadores no requieren una diploma de la escuela secundaria pero tener algo de educación formal esta haciéndose cada vez más importante para conseguir un empleo. Hay muchas escuelas de comercio y colegios que ofrecen títulos en el negocio. Aprendizaje adicional puede tomar de 2 a 6 años para acabar, dependiendo del título.

Es conveniente a especializarse en un producto o servicio en particular para encontrar un empleo o para ganar una promoción. Los trabajadores que se especializan generalmente ganan mejores salarios.

Tener experiencia es y ha sido extremadamente importante en el trabajo de ventas. Muchos empleadores estan dispuestos a emplear personas sin educación formal si tienen mucha experiencia y habilidades para vender. Sin embargo, para ascender a posiciones altas de administración se necesita tener un título de administrador de negocios.

¿Cuáles Son Las Oportunidades Para Avanzar?

Con mucha experiencia y conocimiento del oficio de ventas, un/a vendedor/a puede ascender de diferentes formas. Además el usual aumento de sueldos, hay muchas posiciones de supervisión, administrativas, y ejecutivas que se pueden alcanzar. Una persona de ventas puede ir ascendiendo poco a poco al través de la escalera de niveles hasta una de estas posiciones, o puede establecer su propio negocio.

¿Cuál Es El Futuro?

La perspectiva futura para este oficio es prometiente para los siguientes 10 años. Un crecimiento del número de empleos se espera debido a la expansión del comercio. El reemplazo de los trabajadores que abandonan este oficio también añadirá un cierto número de colocaciones disponibles.

Características Del Trabajador

Las personas de ventas deben ser personas que tienen mucha energía, mucha confianza en si mismos, y mucha disciplina. Deben saber como tratar a los clientes con cortesía y eficacia. Es importante tener habilidades excelentes en las matemáticas. También es conveniente tener cualidades creativas, de imaginación, y de organización.

Rasgos Favorables

Descuentos en la mercancía
Buena perspectiva
Condiciones de trabajo mayormente agradables
Muchas oportunidades de ascenso

Unfavorable Features

Customers can be very demanding

Must stand most of the day

Alot of competition within the field

Educational requirements are becoming more difficult

Related Jobs

Retail Store Manager

Grocery Checker

Receptionist

General Office Clerk

Bank Teller

BARTENDER

In 1974, there were 233,000 bartenders employed in the United States. By 1985, a growth in their employment is expected, especially for women.

Most bartenders only work part-time while they also hold a full-time job in another occupation or go to school.

What Does A Bartender Do?

Bartenders mix and serve different types of alcoholic and non-alcoholic beverages. They may also be in charge of ordering and keeping track of the liquor and supplies, washing glassware, and keeping the bar clean. A big part of their job is talking with customers.

Where Do They Work?

Work is usually found in neighborhood bars, discos, hotel lounges, and private clubs. Other bartenders may work for private parties, catering services, or vacation resorts.

What Are The Requirements?

Although a bartender must legally be at least 21 years old, most places will not hire anyone younger than 25 years of age. Chances of finding a job are also better if a bartender has some experience than if s/he is just starting out. However, experience may not always be required.

Some states require that a bartender pass a health exam and sometimes that s/he qualify for being bonded. And, certain jobs may be offered to union members only.

Experiencia y habilidades pueden substituir a la educación formal

Rasgos Desfavorables

Los clientes pueden ser muy exigentes

Tiene que estar de pie la mayor parte del día

Mucha competencia

Requerimientos de educación estan llegando a ser más difíciles

Trabajos Relacionados

Administrador de Tienda

Cajera/o de Supermercado

Recepcionista

Oficinista General

Empleado de Banco

TABERNERO

En 1974 había como 233,000 taberneros empleados en los Estados Unidos. Se espera un aumento de empleos para 1985, y especialmente para las mujeres.

La mayoría de los taberneros trabajan unicamente tiempo incompleto mientras que también tienen un trabajo de tiempo completo en otro oficio o van a la escuela.

Los taberneros preparan y sirven diferentes tipos de bebidas alcohólicas y no alcohólicas. También pueden estar a cargo de ordenar y tomar inventario de los licores y las provisiones; de lavar los vasos; y mantener limpio el mostrador. Una gran parte de su trabajo es hablar con los clientes.

¿Dónde Trabajan?

Usualmente este tipo de empleo se puede encontrar en las tabernas cercanías, las discotecas, los salones sociales de hoteles, y en los casinos privados. Otros taberneros pueden trabajar para fiestas privadas, servicios de proveer alimentos, o para estaciones de vacación.

¿Qué Clase De Entrenamiento Se Necesita?

Aunque un tabernero debe tener al menos 21 años de edad, muchos lugares no emplean a una persona menor de 25 años. Las oportunidades de encontrar trabajo son mejores si la persona tiene algo de experiencia como tabernero, pero no es necesario.

Algunos estados requieren que los taberneros tengan un certificado de buena salud y a veces que también pueden calificar ser fianzados. Algunas

Where Do They Get Training?

A bartender often receives on-the-job training or may have to go to a private school for training. Bartenders' schools teach trainees about making cocktails, keeping a bar stocked, how to dress, and about state and local laws. Some schools may even find jobs for their graduates.

Working as bartenders' helpers, dining room attendants, waiters or waitresses is also good experience.

What Are The Working Conditions?

Full-time bartenders can expect to work more than 40 hours per week. They usually work at night and on weekends. Split-shifts are also quite common.

Bartenders who work in restaurants normally get free meals. Some places may even supply their employees with jackets or complete uniforms.

How Much Do They Earn?

A bartender's salary ranges from $7,700 ti $9,840 per year. Wages are usually higher in large cities than in small towns. Besides their salaries, bartenders can also expect to get tips which add to their total income.

What Are The Chances For Advancement?

The best way to get into this occupation is to start out in small bars and vacation resorts. Once a bartender gets some experience s/he may then move on to a bigger place with better wages. A busy bar or tavern can offer many opportunities for advancement. Some bartenders may eventually buy a place of their own.

What Is The Outlook?

By 1985, it is expected that about 7,100 persons will leave this occupation and only about 3,100 persons will be getting into it.

Until now, modern machines have not affected this occupation. However, an automatic liquor and cocktail mixing machine has recently been invented. It is being tested at many places but it is not used everywhere, as of yet.

Worker Traits

A bartender should have a pleasant personality, a good attitude, and enjoy working with the public. Fairly good health and strength are important in order to lift heavy boxes and to stand for long periods of time. S/he must also have skilled hands and should be a quick worker.

veces ciertos trabajos solamente son ofrecidos a miembros de la unión.

¿Dónde Consiguen Entrenamiento?

Generalmente taberneros reciben entrenamiento en el trabajo o pueden atender una escuela privada. Las escuelas de taberneros enseñan como preparar los cocteles, como mantener llenos los anaqueles de la cantina, como vestirse, y acerca de las leyes locales y estatales. Algunas escuelas les halla empleos a sus graduados.

Trabajo como ayudante de un tabernero, asistente de comedor o mesera/o también es buena experiencia.

¿Cuáles Son Las Condiciones De Trabajo?

Taberneros que trabajan tiempo completo pueden esperar trabajar más que las 40 horas por semana. Usualmente trabajan en la noche y en los fines de semanas. Horarios divididos también son comunes.

Taberneros que trabajan en restaurantes por lo regular reciben comidas gratis. Algunos lugares hasta les dan chaquetas o uniformes completos a sus trabajadores.

¿Cuánto Ganan?

El sueldo de los taberneros varía desde $7,700 a $9,840 por año. Usualmente son más altos los salarios en las ciudades grandes que en los pueblitos. Además de sus sueldos, los taberneros también pueden esperar conseguir propinas, las cuales hacen subir el ingreso total.

¿Cuáles Son Las Oportunidades Para Avanzar?

La mejor forma de entrar en este oficio es comenzar trabajando en tabernas chicas y estaciones de vacación. Una vez que el tabernero tenga la experiencia que se necesita, entonces puede trabajar en lugares más grandes y con mejores sueldos. Algunos taberneros llegarán a comprar su lugar propio.

¿Cuál Es El Futuro?

Se espera que para 1985 como 7,100 personas dejarán esta ocupación y que solamente 3,100 personas se metarán en este tipo de trabajo.

Hasta ahora, máquinas modernas no han afectado este oficio. Sin embargo, una máquina automática de mezclar licores y cocteles ha sido inventada recientemente. La máquina está a prueba en varios lugares pero todavía no la usan en la mayor parte de las tabernas.

Características Del Trabajador

Un tabernero debe tener una personalidad agradable, un buen actitud, y debe gustarle trabajar con el público. Buen salud y fuerza son importantes

Favorable Features

Excellent part-time work

Union membership available

Get to meet lots of people

Possibility of getting tips

Unfavorable Features

Usually work weekends and holidays

Late working hours

May have to deal with drunk customers

Alot of standing

High rate of alcoholism among bartenders

Related Jobs

Host/Hostess

Waiter/Waitress

Taproom Attendant

Steward/Stewardess

Bartender Helper

BAKER

Bakers make all kinds of baked goods. Bread, rolls, pies, cakes, doughnuts, and cookies are just a few of the things they bake. Besides baking these goods, bakers must also pack, wrap, and sell them.

There are many different specialists within the baking industry. These are workers who specialize in doing one type of job, such as icing and decorating cakes, making mixes, watching the ovens, and operating certain machines.

Where Do They Work?

Bakers work in schools, hospitals, commercial bakeries or small, private bakeries. Jobs are found in any place that sells or serves baked goods, and especially so in the large cities of our nation.

What Are The Working Conditions?

The work week is generally 40 hours and there are unions available for bakers to join. The Bakery and Confectionary Workers' International Union of America is one such labor union.

para levantar cajas pesadas y para estar de pie por mucho tiempo. Esta persona también debe tener manos hábiles y debe trabajar rapidamente.

Rasgos Favorables

Excelente trabajo de tiempo incompleto
Miembros de unión
Contacto con el público
Propinas

Rasgos Desfavorables

Usualmente trabajan los fines de semana y los días de fiesta
Trabajan muy tarde en el día
A veces tienen que tratar con clientes borrachos
Mucho tiempo estan de pie
Alta proporción de alcoholismo entre los taberneros

Trabajos Relacionados

Huésped
Mozo
Encargado/a de la Taberna
Mayordomo/a
Ayudante de Tabernero

PANADERO

Panaderos hacen todas clases de cosas cocidas en horno. Pan, panecillas, pasteles, pan dulce, y buñuelos son algunas de las cosas que cocinan al horno. Además de cocinando los géneros, los panaderos también tienen que empacarlos, y venderlos.

Hay varias especialistas en esta industria. Estos son trabajadores que especializan en hacer solo un tipo de trabajo, como decorando los pasteles, haciendo las mezclas de ingredientes, cuidando los hornos, y corriendo varias máquinas.

¿Dónde Trabajan?

Panaderos trabajan en escuelas, hospitales, panaderías comercjales o privadas. Esta clase de trabajo se puede encontrar en cualquier lugar que vende o sirve géneros cocidos en horno, y especialmente en las ciudades grandes.

¿Cuáles Son Las Condiciones De Trabajo?

Generalmente la semana de trabajo es 40 horas y hay varias uniones disponibles con que pueden asociarse los panaderos. La Union Internacional de

Although working conditions are clean and fairly pleasant there is some heavy lifting and physical activity required in this line of work. Also, depending on where a baker works and what s/he does there may be alot of heat from the ovens and the possibility of getting burned or heat exhaustion. Besides this, bakers have a comfortable, enjoyable job.

What Kind Of Training Is Needed?

Experience is the best kind of training a baker can get. This can be done by starting out as a baker's helper. These helpers usually learn the basics about baking by watching and helping a more experienced baker with simple duties. Then with more experience, a helper may be expected to fill orders on his/her own.

This type of training is also offered by some vocational schools and by special culinary schools. Some community colleges offer courses that may be related to baking too. The Armed Forces and other large institutions provide the necessary training for becoming a baker.

Many employers prefer to hire high school graduates. And, persons who go through a vocational program are likely to have an easier time finding a job than those who do not. Most of the apprenticeship programs take about 3-4 years to complete.

How Much Do They Earn?

In 1976, bakers earned between $4.81 and $7.49 an hour. Baker's helpers earned between $4.44 and $6.95 in that same year.

What Are The Chances For Advancement?

As bakers become more experienced, and develop special skills in cake-making or pie-making, they may get promoted to head baker or department supervisor. Skilled bakers may be able to find jobs in hotel or restaurant bakeries. There is also the possibility of bakers starting a business of their own.

What Is The Outlook?

The number of job openings per year is expected to go down through the next few years. This is because of alot of new equipment that is now being used in the baking industry that makes the work easier. However, there will still be many replacement openings made available by workers who leave this occupation.

America de los Trabajadores de Panadería y Dulcería es una de estas uniones.

Aunque las condiciones de trabajo son limpias y bastante agradables, este trabajo requiere algún levantamiento pesado y actividad física. También dependiendo en el lugar de empleo y el trabajo que hace, pueda ser que habrá mucho calor de los hornos y el peligro de quemarse o sufrir de agotamiento de calor. Además de estos peligros, panaderos tienen un empleo cómodo y agradable.

¿Qué Clase De Entrenamiento Se Necesita?

Experiencia es el mejor clase de entrenamiento que un panadero puede conseguir. Puede conseguir experiencia por comenzando como ayudante de panadero. Estos ayudantes usualmente aprenden por observando y ayudandole al panadero experto con deberes sencillos. Con más experiencia se espera que un ayudante llene ordenes por su propia cuenta.

Este tipo de entrenamiento también es ofrecido por algunas escuelas vocacionales y escuelas especiales de culinario. Algunos colegios de comunidad ofrecen cursos que pueden ser relacionados a hornada también. Las Fuerzas Armadas y otras instituciones grandes proveen el entrenamiento necesario para hacerse panadero.

Muchos empleadores prefieren alquilar graduados de la escuela secundaria. Personas que atenden un programa vocacional tienen más fácil tiempo en encontrar un empleo que los que no asisten uno de estos programas. La mayoría de los programas de aprendizaje duran como 3-4 años para cumplir.

¿Cuánto Ganan?

En 1976, panaderos ganaron entre $4.81 y $7.49 por hora. Los ayudantes de panaderos ganaron entre $4.44 y $6.95 en el mismo año.

¿Cuáles Son Las Oportunidades Para Avanzar?

Mientras que los panaderos llegan a ser expertos y mejoran sus habilidades especiales, puede ser que ascendan a primer panadero o supervisor de departamento. Panaderos expertos pueden encontrar empleos en las panaderías de hoteles y restaurantes. También hay la posibilidad de comenzar su propio negocio.

¿Cuál Es El Futuro?

Se espera que el número de empleos vacantes por año va disminuir durante unos cuantos de los siguientes años. Esto es a causa de mucho equipaje nuevo que hace el trabajo más fácil y que se está usando en la industria de cocimiento. Sin embargo, todavía va haber muchas vacancias disponibles de los trabajadores que abandonan esta ocupación.

Worker Traits

Bakers should be fast workers and enjoy working indoors. They must also have steady hands and artistic abilities for decorating cakes and cookies. Good health is very important to have in this occupation. Many states may even require bakers to have a health certificate to show that they are in good health and free from contagious diseases.

Favorable Features

Good pay and benefits
No formal training is needed
May belong to a union
Some promotions available

Unfavorable Features

Decreasing number of new job openings
Sometimes have to work weekend or nights
May be hot and uncomfortable in some bakeries

Related Jobs

Cook and Chef
Cake Decorator
Dietitian
Nutritionist
Grocery Store Manager

COOK AND CHEF

Cooks and chefs prepare meals, order food supplies, and may have additional responsibilities related to cooking food. Sometimes these workers may specialize in doing one type of job in the kitchen such as preparing pastries, sauces, meats, and vegetables.

The number of cooks and chefs hired to run a kitchen depends on where they work and what kind of food they prepare. Along with preparing food, cooks also decide on how much to serve and how to serve it so that it looks attractive.

Where Do They Work?

In 1976, almost 1,065,000 cooks and chefs were employed in the nation. Jobs were found in restaurants, hotels, schools and hospitals. A few jobs

Características Del Trabajador

Panaderos deben de trabajar rápidamente y gozar en trabajar adentro. También tienen que tener manos estables y habilidades artísticos para decorar. Es muy importante tener buena salud en esta ocupación. Muchos estados requieren que los panaderos tengan certificación de salud que dice que tienen buena salud y que no tengan enfermedades pegajozas.

Rasgos Favorables

Buen sueldo y beneficios
No se necesita entrenamiento formal
Pueden pertenecer a una unión
Algunas promociones son disponibles

Rasgos Desfavorables

Decreciente número de nuevas vacancias de empleo
A veces tiene que trabajar noches o fines de semana
Algunas panaderías pueden ser calorosas e incómodas

Trabajos Relacionados

Cocinero y Maestro de Cocina
Decorador de Pastelillo
Especialista en Dietética
Nutriólogo
Administrador de Abacería

COCINERO Y JEFE DE COCINA

Cocineros y jefes de cocina preparan comidas, ordenan víveres, y pueden tener responsabilidades adicionales relacionados con cocinando comida. A veces estos trabajadores se especializan en hacer un tipo de trabajo en la cocina como preparando pastelerías, salsas, carnes, y legumbres.

El número de cocineros que alquilan para correr una cocina depende en donde trabajan y que clase de comida preparan. Junto con preparando comida, cocineros también deciden que tanta a servir y como servir para que se vea atractiva la comida.

¿Dónde Trabajan?

En 1976, casi 1,065,000 cocineros fueron empleados en la nación. Empleos se encontraron en restaurantes, hoteles, escuelas y hospitales. Algunos empleos también se encuentran en agencias del gobierno, fábricas, clubes privados y

are also found in government agencies, factories, private clubs and other organizations.

What Are The Working Conditions?

Cooks and chefs work from 37 to 48 hours a week. These hours may include late evenings, holidays and weekends. Split shifts are common in this occupation but extra pay is usually given to workers on this shift. A cook may get free meals. Uniforms are usually provided by the employer. Most fine restaurants throughout the states have union contracts with locals of the Hotel and Restaurant Employers and Bartenders International Union.

How Much Do They Earn?

The actual wages that cooks and chefs receive depend on what part of the country and the type of place they work in. Wages tend to be higher in the West and in large well-known restaurants and hotels. Some chefs who specialize may become very famous and well-known and may earn as much as $40,000 a year.

What Are The Chances For Advancement?

Promotions for cooks are better than for most other jobs in food services. They can advance by moving to restaurants that pay excellent wages or they may move up to head chef or other management positions. Some cooks and chefs go into business as caterers or restaurant owners. A few may become instructors in training programs, colleges, and other places that provide this kind of training.

What Kind Of Training Is Needed?

Most cooks get trained while on the job. Others may be trained as apprentices under union contracts or through adult education programs and community colleges. There are some 3-year apprenticeship programs that prepare workers to become dinner cooks in first class restaurants.

What Is The Outlook?

The demand for well-qualified cooks is expected to grow along with the population and the economy. The increased amount of leisure time in our country has also affected the growth rate in this occupation. Presently, there is a shortage of first-class cooks with specialized skills.

Favorable Features

Union membership available
Fairly good wages
Promising job outlook

otras organizaciones.

¿Cuáles Son Las Condiciones De Trabajo?

Cocineros trabajan de 37 a 48 horas por semana. Estas horas pueden incluír vísperas tardadas, días de fiesta, y fines de semana. Horas divididas son comunes en esta ocupación pero usualmente les pagan extra a los que trabajan estas horas. Un cocinero puede conseguir comidas gratis. Generalmente los empleadores proveen uniformes. La mayoría de restaurantes escogidos por todos los estados tienen contratos de unión con locales de la Unión Internacional de los Empleadores de Hoteles y Restaurantes y Taberneros.

¿Cuánto Ganan?

Los sueldos actuales que reciben los cocineros dependen en que parte del país y tipo de lugar en que trabajan. Los sueldos tienen inclinación a ser más altos en el oeste y en grandes restaurantes y hoteles que son bien conocidos. Algunos maestros de cocina que especializan puedan llegar a ser muy famosos y bien conocidos y pueden ganar tanto como $40,000 al año.

¿Cuáles Son Las Oportunidades Para Avanzar?

Promociones para cocineros son mejores que para la mayoría de los empleos en los servicios de comida. Pueden avanzar en trabajando por restaurantes que pagan sueldos excelentes o pueden avanzar a cocinero principal u otras posiciones de administración. Algunos cocineros comienzan sus propios negocios como surtidor o dueño de restaurante. Algunos pueden llegar a ser instructores en programas de entrenamiento, colegios, y otros lugares que proveen esta clase de entrenamiento.

¿Qué Clase De Entrenamiento Se Necesita?

La mayor parte de los cocineros consiguen entrenamiento mientras que estan en su puesto. Otros pueden ser enseñados como aprendizajes bajo de contratos de unión o por medio de programas de educación para adultos y colegios de comunidad. Hay algunos programas de aprendizaje de 3 años que preparan los trabajadores para que llegen a ser cocineros de comida en restaurantes de primera clase.

¿Cuál Es El Futuro?

La demanda para cocineros bien calificados se espera que crezça junto con la población y la economía. La cantidad aumentado de tiempo libre en este país también ha afectado el tipo de crecimiento en esta ocupación. Al presente hay una falta de cocineros de primer clase con habilidades especializados.

Rasgos Favorables

Pueden pertenecer a una unión

Free meals usually given

No heavy labor

Unfavorable Features

May have to work split shifts

May have to live in a big city for good wages

Must work evenings, weekends and holidays

Training programs are being widely recommended

Some possible hazards may include burns, cuts, and weight gain

Alot of standing is required

Related Jobs

Caterer

Baker

Short Order Cook

Meatcutter

Waiter/Waitress

WAITER/WAITRESS

Waters and waitresses work in places that serve and sell meals. They take customers' orders, serve food, add up the cost of meals, and may also act as cashier. Other duties may include setting up and clearing tables and carrying dirty dishes to the kitchen. Specific duties depend on what kind of place in which the waiter or waitress is working.

Where Do They Work?

In 1976, over 1,260,000 waiters and waitresses worked in the United States. About half of them worked part-time. Many jobs are found in hotels, colleges and other places that have restaurant facilities throughout the nation. A greater number of jobs are found in large cities and tourist areas than in small out-of-the-way towns.

What Are The Working Conditions?

Some waiters and waitresses work split shifts. These are shifts that are split by a 3 or 4 hour break in between. They usually work on holidays and weekends. Most of the time they are standing, walking, or carrying heavy trays of food. During the busy meal hours, they may be responsible for taking care of several tables. In addition to all of this, they must be careful not to slip, fall, or burn themselves.

Sueldos bastantes buenos
Perspectiva prometedora de trabajo
Generalmente les dan las comidas gratis
No hay trabajo pesado

Rasgos Desfavorables

Puede que tengan que trabajar horas divididas
Puede que tengan que vivir en ciudades grandes para ganar sueldos buenos
Tienen que trabajar vísperas tardadas, fines de semana, y días de fiesta
Programas de entrenamiento han sido recomendados extensivamente
Algunos peligros posibles pueden incluír quemadas, cortadas, y aumento de peso
Se requiere mucho tiempo en pie

Trabajos Relacionados

Surtidor
Panadero
Cocinero de Ordenas Cortas
Cortador de Carne
Mozo/a

MOZO/MOZA

Mozos y mozas trabajan en lugares que sirven y venden comidas. Toman las ordenes de los clientes, sirven comida, suman el costo de las comidas, y también pueden hacer de cajera/o. Otros deberes pueden incluír arreglando y levantando la mesa y llevando los platos a la cocina. Los deberes específicos dependen en el clase de lugar en lo cual trabaja el mozo/la moza.

¿Dónde Trabajan?

En 1976, más que 1,260,000 mozos y mozas trabajaron en los Estados Unidos. Como mitad de este número trabajó tiempo incompleto. Muchos empleos se encuentran en hoteles, colegios y otros lugares que tienen facilidades de restaurante por toda la nación. Un gran número de estos empleos se encuentran en ciudades grandes y áreas de turismo.

¿Cuáles Son Las Condiciones De Trabajo?

Algunos/as Mozos/as trabajan horas divididas. Este es un día de trabajo que está dividido por 3 o 4 horas de por medio. Generalmente trabajan en los días de fiesta y en los fines de semana. La mayor parte del tiempo estan de pie, andando, o cargando pesados platillos de platos. Durante las horas ocupadas, pueden ser responsable para cuidar muchas mesas. Además de todo esto, deben

Most of these workers get free meals and many employers will also give them uniforms to wear.

What Kind Of Training Is Needed?

Most waiters and waitresses learn their skills right on the job. At least three months of work experience as a dining room attendant, car hop or soda fountain worker is preferred by most employers. Those workers who have at least 2-3 years of high school have the best chances of finding a job. Some training is offered by adult education programs, restaurant associations and large restaurant chains. Some employers may also use instructional booklets and filmstrips in their training.

How Much Do They Earn?

In 1976, most workers earned the minimum wage of the state they worked in. Waiters and waitresses usually earn more in tips than in hourly wages. Tips generally add quite a bit to the total earnings and may provide a comfortable income for the worker.

What Are The Chances For Advancement?

Promotions in this field are limited. After getting some experience a worker may transfer to a bigger restaurant where salaries and tips are higher than where s/he is presently employed. A few workers advance to positions of cashier or supervisor or maitre d'hotel. Supervisory workers may advance to be restaurant managers.

What Is The Outlook?

Job opportunities are expected to be good through the near future. The turnover rate for part-time workers is high so jobs are always available. This is because about one-fourth of these workers are students who only work part-time. Most of them find other jobs after graduation.

Higher incomes and more leisure time has increased the number of people who eat out. Therefore, many new restaurants will be opening and old ones will be expanding.

Beginning workers can easily find jobs in small restaurants. Experienced workers may have to compete for jobs in expensive restaurants.

Worker Traits

Workers should be neat and have a pleasant personality because they work so closely with the public. A health certificate from the state is usually required. Waiters and waitresses must also be good in arithmetic. It is helpful to know other languages besides English.

tener cuidado de no caerse, resbalarse, o quemarse.

La mayoría de estos trabajadores consiguen comidas gratis y muchos empleadores también les dan uniformes.

¿Qué Clase De Entrenamiento Se Necesita?

El mayor número de mozos y mozas aprendieron sus habilidades en la tarea. Por lo menos 3 meses de experiencia como sirviente de comedor, sirviente de coches, o trabajador de una fuente de agua de soda son preferidos por más empleadores. Los trabajadores que tienen a lo menos 2-3 años de la escuela superior tienen las mejores oportunidades de encontrar un empleo. Algo de este entrenamiento es ofrecido por programas de educación para adulto, asociaciones de restaurante y grandes restaurantes en cadena. Algunos empleadores usan libretines de instrucción y filmes de cinta en su entrenamiento.

¿Cuánto Ganan?

En 1976, la mayoría de los trabajadores ganaron el sueldo mínimo del estado en lo cual trabajaron. Mozos y mozas usualmente ganan más en las propinas que en los sueldos por horas. Las propinas generalmente aumentan bastante a las ganancias totales y pueden proveer un ingreso confortable para el trabajador.

¿Cuáles Son Las Oportunidades Para Avanzar?

Las promociones en este oficio son limitadas. Después de conseguir poca experiencia un trabajador puede transferir a un restaurante más grande donde el pago y las propinas son más altas. Algunos trabajadores ascienden a posiciones de cajero o supervisor o maitre d'hotel. Trabajadores supervisores pueden avanzar a ser administradores de restaurante.

¿Cuál Es El Futuro?

Se espera que las oportunidades de empleo serán buenas en el futuro próximo. El cambio de trabajadores de tiempo incompleto es tan alto que empleos siempre son disponibles. Esto es porque como un cuarto de los trabajadores son estudiantes que solamente trabajan tiempo incompleto. La mayor parte de ellos/as encuentran otros empleos después de graduación.

Ingresos más altos y más tiempo libre ha aumentado el número de gente que come afuera de casa. Por esto muchos restaurantes nuevos abrirán y los viejos extenderán.

Trabajadores principiantes fácilmente pueden encontrar empleo en restaurantes pequeños. Trabajadores expertos pueden tener que competir para empleos en restaurantes costosos.

Favorable Features

Can belong to union

Good job outlook

Full or part-time available

No formal training necessary

May earn good tips

Unfavorable Features

Limited advancement

Usually have to work on holidays, weekends and evenings

Alot of competition for the good jobs

May have to deal with difficult customers

Sometimes must work split-shifts

Related Jobs

Bartender

Cocktail Waitress

Cashier

Restaurant Host/Hostess

Maitre d'Hotel

MEATCUTTER-BUTCHER

In 1974, there were 200,000 meatcutters in the United States. Only a small number of these were women. Most of these workers are members of the Amalgamated Meatcutters and Butcher Workmen of North America.

Meatcutters and butchers prepare cuts of beef, pork, fish and poultry for sale in supermarkets or wholesale food outlets. Their responsibilities may also include setting up counter displays and advising customers on how to cook cuts of meat.

Where Do They Work?

Most meatcutters work in retail food stores. A few work in wholesale stores, restaurants, hotels and even hospitals. Some may specialize in cutting certain kinds of meat and may therefore work for many different places part-time.

What Kind Of Training Is Required?

Most meatcutters get on-the-job training. Beginners are usually between 18 and 25 years of age. Trainees learn the different cuts and grades of fresh meats, and also the proper use of tools and equipment used in the trade. Apprenticeships usually take 2-3 years to complete. They sometimes include classroom work. In order to pass the program, an apprentice must show their knowledge of meatcutting in a test given by his/her supervisor.

Butchers with a high school diploma have a better chance of getting a high-paying job than those who do not.

Caracterfsticas Del Trabajador

Los trabajadores deben de ser aseados y tener personalidad placentero porque trabajan tan de cerca con el pűblico. Una certificación de buena salud del estado generalmente es requerido. Mozos y mozas también tienen que ser buenos en matemáticas. Es bueno saber otras lenguas fuera de inglés.

Rasgos Favorables

Pueden pertenecer a una unión
Buena perspectiva de trabajo
Tiempo completo o incompleto es disponible
No se necesita entrenamiento formal
Pueden ganar propinas excelentes

Rasgos Desfavorables

Adelantamiento limitado
Generalmente tienen que trabajar los días de fiesta, fines de semana y noches
Mucha competencia para los buenos empleos
Pueda que tengan que entenderse con clientes difíciles
A veces tienen que trabajar horas divididas

Trabajos Relacionados

Tabernero
Moza de Cocteles
Cajero/a
Hospedero/a de Restaurante
Maitre d'Hotel

CARNICERO

En 1974 había casi 200,000 carniceros en la nación. Solo un puñado pequeño de estas personas eran mujeres. La mayoría de estos trabajadores son miembros de Trabajadores Carniceros y Cortadores de Carne Amalgamados de Norte America.

Cortadores de carne y carniceros preparan pedazos de carne de res, carne de puerco, pescado y aves de corral que están de venta en los supermercados o tiendas de comestibles al mayoreo. Sus responsabilidades también pueden incluir arreglando los mostradores de exhibición y aconsejando a los clientes en como cocinar las cortas diferentes de carne.

Under CETA (Comprehensive Employment and Training Act) programs, many workers have been trained to be meatcutters. But, the usual way of entering this field is to be hired and trained by an employer.

What Are The Working Conditions?

Meatcutters generally work in cool, clean areas with plenty of light and air. They go in and out of refrigerators and sometimes have to put up with bad odors. Many shart tools (knives, saws, grinders, etc.) are used in cutting meat. Therefore, meatcutters must be very careful to prevent accidents. Safety equipment is often required.

How Much Do They Earn?

In 1974, the hourly wage for meatcutters ranged from $4.70 to $6.80. Pay increases are then given with every 8 months of experience.

What Are The Chances For Advancement?

A meatcutter may advance to head meatcutter, assistant manager or manager of a shop. They may also move into managerial positions in meat departments of chain stores or districts.

Worker Traits

Meatcutters should have skillful hands, mechanical abilities, physical strength and good eyesight. Good health and clean work habits are very important. Common sense and responsibility are also a must.

What Is The Outlook?

The number of new jobs in this industry is expected to grow slowly through the 1980's. However, many replacement positions will be made available by workers who leave the field.

Favorable Features

Many chances for promotions
Good pay
On-the-job training
Union membership available

Unfavorable Features

Possible job hazards
Must work in the cold
Alot of standing

¿Dónde Trabajan?

La mayor parte de carniceros trabajan en almacenes donde se vende al menudeo. Algunos trabajan en almacenes donde se vende al mayoreo, restaurantes, hoteles y hospitales. Algunos pueden especializar en cortando ciertas clases de carne y por eso trabajan tiempo incompleto por diferentes empleadores.

¿Qué Clase De Entrenamiento Se Necesita?

El mayor número de carniceros consiguen entrenamiento a la tarea. Generalmente la edad de los principiantes es entre 18 y 25 años. Los aprendices aprenden los diferentes cortas y calificaciones de la carne fresca, y también el uso apropiado de las herramientas y equipaje que se usan en este trabajo. Generalmente el tiempo de aprendizaje toma 2-3 años a terminar y a veces incluyen trabajo en la clase. Un aprendiz tiene que tomar un examen y mostrar su conocimeinto de cortar carne el cual es observado por su patrón.

Carniceros con una diploma de la escuela secundaria tienen mejor oportunidad de conseguir un empleo de buen pago que los carniceros que no han graduado de la escuela secundaria.

Bajo del programa CETA, muchos trabajadores han conseguido entrenamiento para ser carniceros, pero el modo más común de entrar en este oficio es que un empleador le de trabajo y le enseñe.

¿Cuáles Son Las Condiciones De Trabajo?

Generalmente los carniceros trabajan en un ambiente muy fresco y limpio y con bastante luz y ventilación. Entran y salen de refrigeradoras y a veces tienen que tolerar olores disgustables. Se usan muchos herramientos y instrumentos filosos (cuchillos, sierras, moledores, etc.) en el corte de las carnes. Por esta razón los carniceros deben tener mucho cuidado para evitar los accidentes. A menudo se requiere que usen equipaje de seguridad.

¿Cuánto Ganan?

En 1974 el salario por hora para los carniceros alcanzó $4.70 a $6.80. Entonces les dan aumentos de pago con cada 8 meses de experiencia.

¿Cuáles Son Las Oportunidades Para Avanzar?

Un carnicero puede avanzar a jefe de carniceros, asistente de manejador o a manejador de una tienda. También puede adelantarse hacia posiciones empresorial en los departamentos de carne de las tiendas de cadena o distritos.

Características Del Trabajador

Los carniceros deben tener manos hábiles, capacidades maquinal, fuerza, y buen alcanse de la vista. Buena salud y costumbres limpias de trabajo son tan importantes como responsabilidad y sentido común.

Related Jobs

Grocery Clerk
Cook and Chef
Butcher Apprentice
Meat Boner
Carver

RETAIL FOOD STORE MANAGER

Retail food store managers are in charge of running food stores. They plan employees' work schedules as well as any store advertising. They also work on keeping customers happy. Other responsibilities may include store security, budgeting and handling all personnel matters.

Where Do They Work?

These workers may find jobs in supermarkets, small grocery stores, convenience stores and specialty food stores all across the nation. A large number of jobs are found in large cities.

What Are The Working Conditions?

Managers work long hours and they may have to stand for several hours at a time. Most workers are union members of the Retail Clerks International Association; Retial, Wholesale and Department Store Union; or to some other related union.

This job requires alot of contact with customers. Managers handle all complaints and personnel problems.

What Kind Of Training Is Needed?

Many large companies have managerial training programs. Nonetheless, a manager still needs several years of experience before becoming a store manager. Training is also available at some colleges, training schools or correspondence courses.

Employers prefer persons with some formal training. Anyone with a bachelor's degree in food management usually gets into a store management trainee program after graduation.

How Much Do They Earn?

In 1976, manager trainees earned starting salaries of $10,000 a year. Experienced managers earned much higher salaries than beginners. Managers working in large cities earn the highest salaries.

¿Cuál Es El Futuro?

Se espera que el número de empleos nuevos en esta industria va aumentar despaciamente a través de los próximos 10 años. Sin embargo, muchas posiciones de replazo estarán disponibles por los trabajadores que abandonan este oficio.

Rasgos Favorables

Muchas oportunidades para avanzar
Buen pago
Entrenamiento a la tarea
Puede pertenecer a unión

Rasgos Desfavorables

Posibilidad de peligros de trabajo
Tiene que trabajar en el frío
Mucho tiempo a pie

Trabajos Relacionados

Dependiente de Abacería
Cocinero/a y Jefe de Cocina
Aprendiz de Carnicero
El que les saca los huesos a la carne
Trinchadero

ADMINISTRADOR DE TIENDA DE COMIDA AL POR MENOR

Los administradores están a cargo de las tiendas. Ellos planean los horarios de los empleados así como cualquier publicidad de la tienda. También se ocupan en mantener felices los clientes. Otros responsabilidades incluyen la seguridad de la tienda, presupuestas y manejando todos los asuntos de personal.

¿Dónde Trabajan?

Estos trabajadores pueden encontrar empleo en supermercados, tiendas de abarrotes chicas, tiendas útiles y tiendas de alimentos especiales a lo largo de la nación. Se encuentran más empleos en las ciudades grandes.

¿Cuáles Son Las Condiciones De Trabajo?

Los manejadores trabajan horas largas y a veces tienen que estar de pie por muchas horas. Casi todos los trabajadores pertenecen en la Asociación Internacional de los Dependientes de Detalle; Unión de Almacén de Departamentos, Al Por Menor y Al Por Mayor; o en otra unión relacionada con asuntos de venta.

What Are The Chances For Advancement?

A retail food store manager can advance to administrative jobs in their company's central offices. Opportunities for promotions are limited, but managers with experience may start their own business.

What Is The Outlook?

Persons with college backgrounds in marketing, food management or business administration have the best opportunities for this type of job. The general outlook is good, and many new and replacement positions are expected to become available.

Worker Traits

Managers must be able to handle many responsibilities as well as get along with people. This includes getting along with employees as well as customers. For this reason, it is important to have a pleasant personality and a steady temper.

Favorable Features

Good pay and benefits
Unions available
Job outlook is good
Many training programs available
Sometimes get store discounts or may buy directly from wholesaler

Unfavorable Features

Must work long hours
Many responsibilities
Somewhat limited advancement
Have to deal with alot of people

Related Jobs

Grocery Clerk
Marketing Representative
Wholesale Buyer
Accountant
Department Supervisor

Este trabajo requiere mucho contacto con los clientes. Los administradores se encargan de todas las quejas y problemas de personal.

¿Qué Clase De Entrenamiento Se Necesita?

Muchas compañías grandes tienen programas de manejo. Sin embargo, un administrador necesita varios años de experiencia para poder ser un administrador de tienda. Entrenamiento se encuentra en colegios, escuelas de entrenamiento y en cursos de correspondencia.

Los empleadores prefieren a personas que tienen algo de entrenamiento formal. Cualquier persona con un título de bachiller en el manejo de alimentos usualmente participa en algún programa de entrenamiento en administración de tienda después de su graduación.

¿Cuánto Ganan?

En 1976, los entrenantes de administración ganaron un salario de comienzo de $10,000 por año. Administradores con experiencia ganaron salarios más altos que los principiantes. Los administradores que trabajaron en ciudades grandes ganan los salarios más altos.

¿Cuáles Son Las Oportunidades Para Avanzar?

Un administrador de tienda puede avanzar a trabajos administrativos en las oficinas centrales de la compañía. Las oportunidades para avanzar son limitadas, pero los administradores con experiencia pueden comenzar su propio negocio.

¿Cuál Es La Perspectiva?

Personas con antecedentes de colegio en mercado, manejo de alimentos o administración de negocio tienen las mejores oportunidades en este tipo de trabajo. La perspectiva en general es buena, y muchas posiciones nuevas y de reemplazo se esperan en el futuro.

Características Del Trabajador

Los administradores deben saber tomar responsabilidades y llevarse bien con la gente. Esto incluye llevarse bien con los empleados lo mismo que con los clientes. Por esta razón, es importante tener buena personalidad y un genio estable.

Rasgos Favorables

Buen pago y beneficios
Uniones
La perspectiva de trabajo es favorable
Muchos programas de entrenamiento
A veces reciben discuentos de tienda o pueden comprar directamente del vendedor al mayoreo

CUSTOMER SERVICE WORKER

Customer service workers read, install, test, and repair meters and equipment for utility companies such as the water, gas, or electric companies.

Where Do They Work?

These workers may find jobs all across the United States. Great numbers of job opportunities are found in large cities instead of small towns.

What Are The Working Conditions?

Most of the time is spent outdoors checking meters and doing minor repair work. Other time is spent indoors when doing installation and other types of repairs.

What Training Is Needed?

Most customer service workers start out as helpers. However, it is helpful to already have some basic knowledge of electricity. It usually takes about four years of on-the-job training to become a skilled customer service worker. Some companies offer formal apprenticeship programs.

How Much Do They Earn?

In 1976, the average hourly wage for customer service workers was between $5.78 and $7.26 an hour depending on the type of job and the part of the country in which they worked.

What Are The Chances For Advancement?

New workers usually work with someone who is experienced until they learn all the duties of the job. After getting enough experience and building their skills these workers may be promoted to district representative. However, these promotions are limited.

What Is The Outlook?

The job outlook for this occupation is somewhat limited. Some of this is due to new equipment that helps cut down the time and workers that are actually needed to read meters.

However, workers are still needed to replace those workers who leave the field. And, persons who work for electric power companies do not usually get laid off.

Favorable Features

Fairly good job security
No formal training necessary

Rasgos Desfavorables

Tiene que trabajar horas largas
Muchas responsabilidades
Promociones limitadas
Tiene que tratar con mucha gente

Trabajos Relacionados

Dependiente de Aborrotes
Representante de Mercado
Comprador Al Por Mayor
Contador
Supervisor de Departamento

TRABAJADOR DE SERVICIO PARA CLIENTES

Los trabajadores de servicio para clientes leen, instalan, prueban y reparan contadores y equipo para compañías de utilidades tales como agua, gas, o compañías eléctricas.

¿Dónde Trabajan?

Estos trabajadores pueden encontrar trabajo por toda la nación. Muchos más empleos se pueden encontrar en ciudades grandes que en pueblos chicos.

¿Cuáles Son Las Condiciones De Trabajo?

La mayoría del tiempo la pasan afuera revisando los contadores y haciendo reparaciones pequeñas. La otra parte del tiempo la pasan adentro haciendo instalaciones y otros tipos de reparos.

¿Qué Clase De Entrenamiento Se Necesita?

La mayoría de los trabajadores de servicio para clientes comienzan como ayudantes. Sin embargo, es bueno que ya tengan conocimiento de la electricidad. Usualmente toma casi cuatro años de entrenamiento a la tarea para llegar a ser un trabajador competente. Algunas compañías ofrecen programas de entrenamiento formal.

¿Cuánto Ganan?

En 1976, el sueldo promedio por horas para un trabajador de servicio para cliente era entre $5.78 y $7.26, dependiendo en el tipo de trabajo y en la parte del país en el cual han trabajado.

¿Cuáles Son Las Oportunidades Para Avanzar?

Los trabajadores nuevos usualmente trabajan con alguien que ya tiene experiencia hasta que aprenden las tareas del trabajo. Después de adquirir

Good pay

On-the-job training

Unfavorable Features

Limited advancement

Alot of physical activity required

Must go to each customer's home

New machines are replacing some workers

Related Jobs

Appliance Repair Worker

Electrician

Office Helper

Maintenance Service Dispatcher

Service Observer

HOME ECONOMIST

A home economist is a person who tries to figure out better ways for people to live more comfortably on the same budgets and income that they have already. In doing this they take into consideration the nation's economy, the average family's income, and the price of goods and services being sold.

This kind of research informs the public of how to get more for their money and about the legal rights of consumers.

Where Do They Work?

Most home economists become teachers and some go into research. Others are self-employed; write books; work for the government, private corporations or commercial businesses. They might also work in colleges, universities, secondary schools, children's schools, and in community centers.

What Are The Working Conditions?

Home economists usually work 40 hours per week. However, the hours may be irregular, including some night and weekend work.

The work surroundings are generally pleasant and comfortable. Although, this can depend on who the economist is working for. This occupation does not always include alot of physical activity but it can be very demanding.

la experiencia y mejorar sus habilidades estos trabajadores pueden avanzar a posición de representante de distrito. Sin embargo, las promociones son limitadas.

¿Cuál Es La Perspectiva?

La perspectiva de trabajo de esta ocupación es algo limitada. Algo de esto es debido al equipo nuevo que reduce el tiempo y la necesidad para trabajadores que leen los contadores.

Sin embargo, todavía se necesitan trabajadores para reemplazar a las personas que dejan este oficio. Y, las personas que trabajan en plantas de electricidad usualmente tienen excelente seguridad de empleo.

Rasgos Favorables

Buena seguridad de trabajo
Ne se necesita entrenamiento formal
Buen pago
Entrenamiento a la tarea

Rasgos Desfavorables

Promociones limitadas
Se requiere mucha actividad física
Debe ir a las casas de los clientes
Máquinas nuevas estan reemplazando algunos trabajadores

Trabajos Relacionados

Reparador de Utensilios
Electricista
Ayudante de Oficina
Despachador de Servicio de Mantenimiento
Observador de Servicio

ECONOMISTA DE HOGAR

Un economista de hogar es una persona que trata de encontrar mejores modos para que la gente pueda vivir cómodamente con el mismo sueldo que ya tienen. Al hacer esto toman en consideración la economía de la nación, el sueldo promedio de la familia y los precios de los servicios y comestibles que se venden.

Esta clase de investigación informa al público de como comprar más por su dinero y acerca de sus derechos legales como clientes.

How Much Do They Earn?

In 1976, teaching positions in home economics paid an average salary of $8,000 - $25,000 per year. This depends on what level was taught and what the teacher's skills and experience are.

Those working for the government could earn an average salary of about $20,000 per year. Others earned average salaries of $14,000 per year. Actual salaries may also depend on what part of the country the home economist works in and who the employer is.

What Are The Training Requirements?

Entry positions require at least a bachelor's degree in home economics. Those teaching below college level may have to get a teacher's credential in addition to a bachelor's degree. Teaching at a higher level than secondary school requires a master's degree or a doctoral degree. Most of the research positions require the same degrees also.

A background in speech, home economics, health, math, english, chemistry, and social sciences is important to have.

What Are The Chances For Advancement?

Home economists may specialize in a particular area of economics. Some of these include journalism, advertising, research, public relations, and many others. Also, a home economics teacher at the lower grade levels may go back to school for a higher degree and teach at the college or university level.

What Is The Outlook?

In general, the present outlook for this occupation is not very positive. There will be alot of competition and a slow growth in employment. Probably the most promising area may be for those interested in teaching at the college or university level.

Worker Traits

A home economist should be able to write and speak clearly. The ability to handle groups and to get along with people of different economic and cultural backgrounds is also important.

Favorable Features

Good working conditions
Good pay and benefits
May find a job in a variety of places
Chance for advancement

¿Dónde Trabajan?

La mayoría de los economistas de hogar se hacen maestros o entran en la investigación profesional. Otros tienen sus propios negocios; escriben libros; trabajan para el gobierno, corporaciones privadas o negocios comerciales. También pueden trabajar en colegios, universidades, escuelas secundarias, escuelas de niños, y en centros de la comunidad.

¿Cuáles Son Las Condiciones De Trabajo?

Los economistas de hogar usualmente trabajan 40 horas por semana. Sin embargo, las horas pueden ser irregulares, incluyendo algún trabajo por las noches o en los fines de semana.

Los alrededores de trabajo son por general placenteros o cómodos. Aunque, esto depende en la persona o la compañía con la que trabaje el economista. Esta ocupación no todo el tiempo incluye actividad física pero puede ser muy exigente.

¿Cuánto Ganan?

En 1976, las posiciones de maestro en economía de hogar pagaban un promedio de $8,000-$25,000 por año. Esto depende en que nivel se enseñan las clases y las habilidades y experiencia del maestro.

Los que trabajan para el gobierno pueden ganar un promedio de $20,000 por año. Otros ganaron salarios de un promedio de $14,000 por año. Salarios de hoy en día pueden depender también en que parte del país trabaja el economista y quien es su empleador.

¿Qué Clase De Entrenamiento Se Necesita?

Posiciones para principiantes requieren al menos un título de bachiller en economía de hogar. Las personas que enseñan a un nivel más bajo de colegio deben tener un credencial para enseñar aparte del título de bachiller. En enseñando a un nivel más alto de educación secundaria se necesita un título de maestría o un doctorado. La mayoría de las posiciones de investigación también requieren los mismos títulos.

Antecedentes en oración pública, economía de hogar, salud, matemáticas, inglés, química y ciencias sociales son importantes.

¿Cuáles Son Las Oportunidades Para Avanzar?

Los economistas se pueden especializar en una área en particular de economía. Algunas de las áreas incluyen periodismo, publicidad, investigación, relaciones públicas y varias otras. También, un maestro de economía de hogar al nivel de educación primaria puede regresar a sus estudios para adquirir un título para poder enseñar al nivel de colegio o universidad.

Unfavorable Features

Sometimes irregular working hours

Formal education is necessary

Demanding type of work

Sometimes must work under pressure

Related Jobs

Nutritionist

Fashion Consultant

Farm Advisor

Resource Agent

Home Economics Specialist

HOMEMAKER-HOME HEALTH AIDE

Homemaker-home health aides do exactly as their job title says, they help around the house. Their duties include cleaning, shopping, cooking, and doing other personal services. They may also provide counseling, instruction, and emotional support to their clients. The people they help are persons who are very sick, old or handicapped.

Where Do They Work?

Aides work in clients' homes. However, they are usually employed by community or county health and social service agencies. Others may work for private organizations, hospitals, and nursing homes.

What Are The Working Conditions?

Many homemaker-home health aides only work part-time. Full-time aides usually work no more than 36 hours per week. A regular schedule with many benefits is generally given by most agencies.

The work surroundings depend on where the aide is working and the type of client with which s/he is working. Some clients may be very demanding and the homes may be dirty and gloomy. In many cases it is up to the aide to make the surroundings more comfortable and pleasant.

What Kind Of Training Is Needed?

Most agencies provide on-the-job training and do not require any special education. Homemaker-home health aides are usually middle-aged women. However, the youngest aides hired are rarely younger than 18 years of age.

Características Del Trabajador

Un economista debe poder escribir y hablar claramente. La habilidad de manejar grupos de gente y de llevarse bien con personas de varias culturas y niveles de economía es muy importante.

Rasgos Favorables

Buenas condiciones de trabajo
Buen pago y beneficios
Puede encontrar trabajo en diferentes lugares
Oportunidades para avanzar

Rasgos Desfavorables

A veces las horas de trabajo son irregulares
Educación formal es necesaria
Este tipo de trabajo es exigente
A veces tiene que trabajar bajo presión

Trabajos Relacionados

Nutriólogo
Consultante de Modas
Consultante de Granjas
Agente de Recursos
Especialista en Economía de Hogar

AMA DE CASA-AYUDANTE DE SALUD EN CASA

Estas personas hacen exactamente lo que dice su título, ayudan alrededor de la casa. Sus deberes incluyen limpiar, comprar comestibles, cocinar y hacer otros servicios personales. También, en ocasiones pueden proveer consejamiento, instrucción y apoyo emocional para sus clientes. La gente a las que ayudan son personas que están muy enfermas, son ancianas o tienen algún impedimento del cuerpo.

¿Dónde Trabajan?

Las ayudantes trabajan en las casas de los clientes. Sin embargo, generalmente les dan trabajo en agencias de la comunidad o de servicios sociales. Otros pueden trabajar en organizaciones, hospitales y casas de convalescencia.

¿Cuáles Son Las Condiciones De Trabajo?

Muchas ayudantes de hogar y salud trabajan solamente tiempo incompleto. Las ayudantes que trabajan tiempo completo usualmente no trabajan más que 36

How Much Do They Earn?

Wages are really not that good and many aides do work as volunteers. Aides generally earn the minimum wage or slightly higher. This may range anywhere from $2.50 to $4.00 an hour. Some agencies have union contracts and may offer higher wages and benefits than just the minimum. Much of this depends on the amount of experience and the employer.

What Are The Chances For Advancement?

Many of the health and social agencies that hire health aides do not offer advanced positions. However, some will assign more responsibilities as as aide goes up the pay scale. An aide with alot of experience can become a special assistant and sometimes more benefits are given as they go up the job ladder.

Aides who get specialized training and a formal education may go into nursing, social work, counseling, teaching, or some other profession.

What Is The Outlook?

The future for jobs in this occupation looks very promising. Federal legislation is encouraging the use of such services. Therefore, more money is being made available to hire more aides.

Worker Traits

Homemaker-home health aides should be the type of people who enjoy helping others. Getting along with people is important since aides spend so much time working with people. This also includes being able to handle grouchy clients or someone who cannot speak clearly due to a handicap. An aide should also be strong enough to lift, move, and hold up their clients. Therefore, aides must be in excellent health.

Favorable Features

Personally satisfying work
No formal education is required
Promising job outlook
Excellent part-time work
On-the-job training

Unfavorable Features

Limited advancement
Very low pay
Sometimes unpleasant work surroundings
Hard work

horas por semana. Un horario regular con beneficios se ofrece por casi todas las agencias.

Los alrededores del trabajo dependen en donde trabaje el/la ayudante y el tipo de cliente con el cual trabaje. Algunos clientes pueden ser muy demandante y sus casas pueden ser sucias y tristes. En muchos casos depende en el/la ayudante a que haga los alrededores más cómodos y placenteros.

¿Qué Clase De Entrenamiento Se Necesita?

La mayoría de las agencias ofrecen entrenamiento a la tarea y no piden ninguna clase de educación formal. En general, las ayudantes de hogar y de salud son mujeres de mediana edad. Sin embargo, las ayudantes menores casi nunca son más joven que 18 años de edad.

¿Cuánto Ganan?

Los salarios en este trabajo no son muy buenos y en muchos casos las ayudantes trabajan como voluntarias. Generalmente las ayudantes ganan el sueldo mínimo o un poco más. Esto puede fluctuar desde $2.50 a $4.00 por hora. Algunas agencias tienen contratos de unión y pueden ofrecer salarios más altos y beneficios. Mucho de esto depende en la experiencia y en el empleador.

¿Cuáles Son Las Oportunidades Para Avanzar?

Muchas de las agencias sociales y de salud que emplean ayudantes no ofrecen posiciones adelantadas. Sin embargo, algunos empleadores les dan más responsabilidades a las ayudantes conforme sube el sueldo. Una ayudante con mucha experiencia puede llegar a ser una asistente especial y a veces les dan más beneficios cuando suben de nivel.

Las ayudantes que tienen entrenamiento especial y educación formal pueden entrar en enfermería, trabajo social, aconsejamiento, enseñanza, o alguna otra profesión.

¿Cuál Es La Perspectiva?

El futuro para empleos en esta ocupación se parece ser muy prometiente. La legislación federal ha animado que se usen más estos servicios. Así es que, el gobierno ha asignado más dinero a estas agencias para que empleen más ayudantes.

Características Del Trabajador

Una ayudante de hogar y salud debe de ser una persona que le guste ayudarle a otros. Es importante que se lleve bien con otros porque las ayudantes pasan mucho tiempo trabajando con sus clientes. También incluye que pueda tratar con clientes difíciles y los que no hablan claramente a causa de un impedimento.

Related Jobs

Nurse

Social Worker

Counselor

Community Health Worker

Caretaker

Companion/Personal Attendant

Una ayudante también debe de ser fuerte para poder levantar y mover sus clientes que no andan. En fin, las ayudantes deben de estar en excelente salud.

Rasgos Favorables

Satisfacción personal en este trabajo
No se necesita educación formal
Buena perspectiva de trabajo
Buenas oportunidades para trabajo de tiempo incompleto
Entrenamiento a la tarea

Rasgos Desfavorables

Las promociones son limitadas
Sueldos muy bajos
Los alrededores son a veces incómodos
Trabajo exigente

Trabajos Relacionados

Enfermera
Trabajador Social
Consejero
Trabajador de Salud en la Comunidad
Curador
Acompañante/Sirviente Personal

Monograph E

Monógrafo E

PUBLIC SERVICE

SERVICIO PUBLICO

PUBLIC SERVICE

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INTRODUCTION

About 30 million people worked in public service occupations in 1974. Most of these workers were mainly employed in educational and medical services. In fact, one-third of this industry's employment is made up of direct-service workers.

Our nation is spending more money on public services, nowadays, than ever before. Part of this is due to the rising cost of living and also because of a growing interest in the medical care, education and recreation made available to us. Therefore, the public service field should have many job openings for new workers as well as experienced ones. These occupations also offer a wide variety of job opportunities for people with different levels of skill, training, and education.

As a result of the growing population, more business activity, and better wages, a sharp increase in the demand for services is expected. This trend should continue through the mid-1980's.

INTRODUCCION

Aproximadamente 30 millones de personas trabajaron en las industrias de servicio público durante 1974. La mayoría de estos trabajadores estaban empleados principalmente en servicios educacionales y médicos. Aún más, una tercera parte de los empleos en la industria está compuesta de trabajadores de servicio.

Nuestra nación está dedicando más dinero a los servicios públicos debido al mayor interés en el cuidado médico, educación y recreación disponibles para nosotros. Por lo tanto el campo de servicio público es una fuente importante de empleo para nuevos trabajadores, así como para los expertos. Estas ocupaciones ofrecen oportunidades de empleo a personas con habilidades, aprendizaje y educación en distintos niveles.

Debido al esperado crecimiento de la población, más actividad de negocios y mejores sueldos personales, se espera un gran aumento en la demanda de servicios. El número de colocaciones se espera que suba a través de los 1980's.

TEACHER

In 1974 there were 2.7 million full-time teachers in the nation, making this the largest and most popular profession. Thousands of teachers also taught part-time in schools, vocational programs, and recreational/educational programs.

What Kind Of Training Is Necessary?

At least 4 years of college and 1 year of student teaching, plus a teaching certificate, are required by public and private secondary schools. Some schools may also ask for a health certificate and proof of citizenship. Separate certificates are required for teaching at the secondary school, community college and university levels.

Most colleges offer teacher training programs which include the courses and the experience needed for credentials. Information on specific requirements is available at the State Department of Education.

What Kind Of Teachers Are There?

There are several different types of teachers. Their job titles may depend on what they teach or where they teach. Below we talk about a few of the different kinds of teachers there are and what they do.

Elementary school teachers or primary school teachers, teach in the elementary grades - kindergarten through sixth grade. They usually work with one group of young children per day. In the past, more women than men have taught in elementary schools. Today, however, this trend is changing.

Secondary school teachers teach grades 7-12 (junior and senior high school). These teachers specialize in one or two subjects and teach several classes a day.

Teachers may enter other areas such as: adult education, community colleges, alternative education or technical trades.

What Do They Do?

Teachers may have other responsibilities besides teaching. For example, they plan and develop teaching materials and tests. They also keep records, make out reports, and meet with parents. These are just a few of the most important duties.

The use of some of the new teaching aids gives teachers more time to spend with individual students. This makes it easier for both the student and the teacher.

PROFESOR

En 1974 había 2.7 millones de profesores empleados tiempo completo en la nación. Haciendo a esta ocupación la más grande y la más popular de las profesiones. También miles de profesores trabajaron tiempo parcial en las escuelas, programas vocacionales y en programas recreacionales/educacionales.

¿Qué Tipo De Entrenamiento Es Necesario?

Para enseñar en una escuela primaria o en una privada se requiere un mínimo de cuatro años de colegio, un año como interno (estudiante profesor), y un certificado de enseñanza. Algunas escuelas públicas requieren un certificado de salud, de ciudadanía o un certificado de juramento de lealtad a la nación. Se necesitan diferentes certificados para enseñar en las escuelas secundarias, en los colegios de la comunidad y universidades.

La mayoría de las universidades ofrecen programas de entrenamiento los cuales ofrecen cursos y la experiencia que se requiere para las credenciales. Información sobre requisitos específicos están disponibles en el Departamento Estatal de Educación.

¿Qué Tipos De Maestros Hay?

Hay diferentes tipos de maestros. El título de estos maestros depende en lo que enseñan o donde enseñan. Más abajo, hablamos acerca de algunos trabajos de los profesores que hay y lo que hacen.

Los maestros de escuelas primarias enseñan desde kindergarten hasta el sexto año. Usualmente trabajan con un solo grupo de estudiantes al día. En el pasado, más mujeres que hombres han enseñado en escuelas primarias. Hoy en día, esto ha cambiado.

Los maestros de la secundaria enseñan del septimo año al doceno grado (junior y high school). Estos maestros se especializan en una o dos materias y enseñan varias clases diarias.

Los maestros también se pueden especializar en campos que incluyen la educación para adultos, para la enseñanza en los colegios de la comunidad, o la educación alternativa o enseñanza de oficios técnicos.

¿Qué Es Lo Que Hacen?

Los profesores tienen muchas más responsabilidades aparte de enseñar. Por ejemplo, ellos planean y desarrollan los materiales para enseñar y hacen reportes. También tienen juntas con los padres de los alumnos, llevan reportes y mantienen records. Estas son únicamente algunas de las responsabilidades.

El uso de algunos materiales de enseñanza ayudan a los maestros a dedicar

Where Do They Work?

Most teachers work in public schools. Others may find jobs in community or private organizations. Many job opportunities are found in urban ghettos or areas outside of the city where salaries are lower.

What Are The Working Conditions?

Schools with high budgets usually have well-lit, well-ventilated, carpeted and comfortably furnished classrooms. These schools may also use updated teaching materials, modern teaching equipment and plenty of supplies.

On the other hand, schools with low budgets may be forced to use limited supplies, old materials and equipment. Along with this, classroom settings and the school buildings themselves may not offer very comfortable learning conditions.

Although classroom time averages around six hours a day, alot of time is spent in meetings with parents, meetings with school supervisors or other professionals, and making lesson plans.

How Much Do They Earn?

In 1974, salaries across the country ranged from $11,000 to $20,000 per year, depending on the teacher's education and experience. These wages are sometimes lower in small cities and towns. Elementary and secondary teachers average $11,000 a year. College teachers average $16,000 a year for a 10 month contract.

Favorable Features

5-day work week
Benefits
School holidays and sometimes off summer
Unions
Day-time hours
Job security

Unfavorable Features

Over crowded classrooms
May have to work for a school with a low budget
Work week may be more than 40 hours
Usually a 9-month work year

más tiempo con cada estudiante. Esto hace las cosas más fáciles para el maestro y el estudiante.

¿Dónde Trabajan?

La mayor parte de los maestros trabajan en escuelas públicas. Otros pueden encontrar trabajo en organizaciones de la comunidad o en organizaciones privadas. Otros trabajan en lugares como vecindades urbanas o en áreas afuera de las ciudades donde los salarios son bajos.

¿Cuáles Son Las Condiciones De Trabajo?

De acuerdo con los recursos monetarios y con las localidades existentes, los salones de clase pueden estar muy bien alumbrados, ventilados, alfombrados, con aire acondicionado y calefacción. Estas escuelas también usan materiales modernos de enseñanza y equipo.

Otras escuelas con recursos bajos tienen limite en el uso de materiales y equipo. Junto con esto, los edificios no son muy cómodos.

Apesar de que el promedio de tiempo en el salón de clase es de 6 horas diarios, mucho tiempo se emplea en juntas con padres de los niños, con supervisores escolares u otros profesionales, y desarrollando lecciones.

¿Cuánto Ganan?

En 1974 de acuerdo con la educación y la experiencia del profesor, los anuales estaban entre los $11,000 y los $20,000 dependiendo en la educación y la experiencia del profesor. Por lo común, los sueldos son más bajos en los pueblos y ciudades pequeñas. Un maestro primaria y secundaria gana un promedio de $11,000 al año. Maestros de colegio y universidades ganan $16,000 al año en un contrato de 10 meses.

Rasgos Favorables

Una semana de cinco días de trabajo
Días festivos libres y a veces los veranos
Beneficios, licencia por enfermedades, pensión, planes médicos, etc.
Horas de trabajo durante el día
Uniones
Trabajo seguro

Rasgos Desfavorables

Salones llenos más allá de su capacidad
El promedio de las horas de trabajo semanal puede exceder las cuarenta horas

¿Cuál Es La Perspectiva De Esta Ocupación?

En el pasado reciente, había más maestros que posiciones de trabajo. Sin embargo, esto ha cambiado y ahora hay más trabajos que llenar. La demanda más

What Is The Job Outlook?

In the recent past, there were more teachers than available job openings. However, this trend is slowly changing and there is now a growing demand for teachers to fill many upcoming positions. The highest demand is for secondary school teachers, bilingual teachers, and Spanish teachers. This promising new outlook is expected to continue through the mid-1980's.

What Are The Opportunities For Advancement?

Training and experience are required for most promotions. Possible promotions may include supervisory, administrative, or specialized positions in the school system. There are also many other types of promotional opportunities for those who meet the requirements.

Worker Traits

Persons interested in becoming teachers should have alot of energy for teaching. A good teacher should also enjoy and understand his/her students. This may sometimes call for patience and self-discipline. Because of the influence that a teacher can have on students it is important for him/her to have high personal standards and a basic knowledge in many areas.

Related Jobs

Guidance Counselor
Physical Education Teacher
Recreation Leader
Tutor
Teacher Aide
Speech Teacher
Reading Specialist
Resource Teacher

alta es para profesores de escuelas secundarias, profesores bilingues y profesores de decendencia latina. Este futuro prometedor se espera que continue hasta mediados de 1980.

¿Cuáles Son Las Oportunidades De Promoción?

En la profesión de la enseñanza se encuentran muchas oportunidades para la promoción. Los maestros pueden ascender a un cargo de supervisor, administrador o a un cargo especializado dentro del sistema escolar. Entrenamiento adicional junto con la experiencia también califican al maestro para su traslado a los niveles superiores de la enseñanza.

Características Del Trabajador

TEACHER AIDE

Teacher aides help the classroom teacher work with students. Their duties depend on the school district in which they work. Some aides work directly with students in teaching. Others run special projects for small groups of children, grade tests, check homework and keep attendance records. Teacher aides may also do typing, filing, stocking supplies, operate audio-visual equipment or prepare materials for the students. They may also supervise students during lunch and recreation periods and help keep the classroom in order.

Where Do They Work?

In 1976, about 320,000 persons worked as teacher aides in the United States. Nine out of every ten were women and many worked in elementary and secondary schools. However, the highest number of aides worked in the early grades. Schools with alot of students are more likely than small schools to employ teacher aids, and they most often hire them on a full-time, regular basis.

What Are The Working Conditions?

Teacher Aides work full-time or part-time. They may work inside the classroom or outdoors on the playground. They spend much of their time standing, walking or kneeling. Most of the surroundings in which they work are pleasant and their duties do not involve hard physical work.

What Training Is Required?

Some schools hire beginning aides without a high school diploma. Others may prefer a high school graduate or some college training. Many teacher aides receive their training on the job and there are also many community colleges that offer teacher aide programs. In the training programs, teacher aides learn most of the duties listed above and practice how to use visual aids for teaching.

How Much Do They Earn?

Salaries for teacher aides ranged from $2.00 to over $5.00 an hour in 1975 in the United States. Earnings depend on the work experience and education of the individual. Most aides have health and welfare benefits similar to those of the teachers in their schools.

AYUDANTE DE MAESTRA

El ayudante de maestra aprende a ayudarle al maestro con el trabajo de clases. Sus obligaciones dependen en el distrito escolar en el cual trabajan. Puede ser que trabajen directamente en la enseñanza de los niños, tomar cargo de un proyecto especial para un grupo de niños, corregir examenes, revisar la tarea y mantener archivos de asistencia. En ocasiones las responsabilidades de un ayudante de maestro incluyen archivar, escribir a máquina, guardar provisiones, operar equipo audiovisual o la preparación de materias para los estudiantes. También pueden supervisar a los alumnos durante la hora de comida y períodos de recreación y ayudar a mantener el orden dentro del salón de clase.

¿Dónde Trabajan?

En 1976, en los Estados Unidos como 320,000 personas trabajaban como ayudantes de maestro. Nueve de cada 10 ayudantes eran mujeres y muchas trabajan en escuelas primarias y secundarias. Sin embargo, la mayoría de los ayudantes trabajaron en grados de primaria. Escuelas con muchos estudiantes suelen emplear a los ayudantes de maestro más que las escuelas chicas y los ayudantes suelen ser empleados tiempo completo y regular.

¿Cuáles Son Las Condiciones De Trabajo?

Los ayudantes de maestro trabajan tiempo completo o parcial. Puede ser que trabajen dentro de un salón de clase, afuera en el campo de recreo. Mucho de su tiempo se la pasan de pié, caminando o de rodillas. El alrededor en el cual trabajan es placentero y sus obligaciones no requieren trabajo fisicamente pesado.

¿Cuál Entrenamiento Se Requiere?

Algunas escuelas emplean ayudantes principiantes sin diploma de la secundaria. Otros prefieren graduados de la secundaria o de algún programa de entrenamiento. Muchos ayudantes también pueden recibir su entrenamiento en el trabajo y hay colegios de la comunidad que ofrecen programas para ayudantes de maestro. En los programas de entrenamiento, los ayudantes de maestro aprenden la mayoría de las obligaciones que ya se mencionaron y práctica de técnicas para el uso de los aparatos visuales de enseñanza.

¿Cuáles Sueldos Ganan?

Los sueldos empezaban desde $2.00 a más de $5.00 la hora en 1975. Los ingresos dependen en la experiencia en el trabajo y en la educación del indi-

What Is The Outlook Of This Job?

In 1975, competition for teacher aide jobs was very high. However, in the United States the percentage of teacher aide positions is expected to grow. The number of job openings change in each school district depending on the number of students and the budget.

Worker Traits

Teacher Aides should be able to work with children and to handle classroom situations with fairness and patience. Aides must show energy and a willingness to follow the classroom teacher's directions. They must be able to speak to the students and teachers. Those persons in bilingual aide programs must speak both Spanish and English.

Favorable Features

Benefits
Work either full-time or part-time
Work is satisfying
No formal training requirements

Unfavorable Features

Limited advancement opportunities
Work is sometimes demanding
Work is confined to classroom and playground
All work done under supervision of teacher

What Are The Advancement Opportunities?

Advancement for teacher aides is usually in the form of higher wages or increased responsibilities and usually comes with experience. Some school districts give teacher aides time off from work to take courses that will lead to degrees in teaching.

Related Jobs

Child Care Attendant
Teacher
Pre-School Teacher
Children's Librarian
Recreation Leader

viduo. La mayoría de los ayudantes tienen beneficios de salud y bienestar iguales a los de los maestros en sus escuelas.

¿Cuál Es La Perspectiva De Este Empleo?

En 1975, la competencia para empleos de ayudantes de maestros era muy alta. Pero en los Estados Unidos se espera que crezca el porcentaje de los ayudantes de maestro. El número de empleos cambia en cada distrito dependiendo en el número de estudiantes y los recursos.

Características Del Trabajador

Los ayudantes de maestros deben poder trabajar con niños y manejar las situaciones del salón de clase con paciencia. Los ayudantes deben demostrar energía y deseo para seguir las instrucciones del maestro/a. Deben poder hablar con los alumnos y profesores. Las personas como ayudantes en programas bilingues deben hablar español e inglés.

Rasgos Favorables

Beneficios
Trabajan tiempo completo o parcial
El trabajo satisface
No hay requisitos formales de entrenamiento

Rasgos Desfavorables

Oportunidades limitadas para avanzar
El trabajo a veces es exigente
El trabajo está limitado al salón de clase y al campo de recreación
Todo el trabajo se hace bajo la supervisión de un maestro.

¿Cuáles Son Las Oportunidades De Promoción?

La promoción para ayudantes de maestros es usualmente en la forma de sueldos o aumento de responsabilidades y usualmente eso viene con experiencia. Algunos distritos escolares les dan a los ayudantes de maestro, tiempo fuera del trabajo para tomar unos cursos que les ayudaría a recibir títulos de enseñanza.

Trabajos Relacionados

Encargado del Cuidado de Niños
Maestro/a
Maestro/a Pre-Escolar
Bibliotecario de Niños
Lider de Recreación

COUNSELOR

Counselors help persons understand themselves and help them to make decisions that affect their lives. There are many different kinds of counselors according to who they work with and where they work. Some of the different kinds of counselors are school counselors, rehabilitation counselors, and employment counselors.

School counselors work with students of all ages in school settings. They help students plan their career goals through developing their personal growth. Rehabilitation counselors work with persons who have mental, physical, or social handicaps. They help these clients prepare for jobs and may also include personal counseling. Employment counselors place their clients in jobs or training cites.

What Kind Of Training Is Necessary?

The required training depends on the position. A bachelor's degree is needed for a trainee position and additional experience and education is needed to become a counselor. However, there are some positions that do not require a degree. Counselor aides and lay counselors receive on-the-job training. But, those who have experience have better chances of finding the type of job they want.

What Do They Do?

Counselors help clients solve problems and make decisions. They also contact other people that could be helpful in some way to solving clients' problems.

Some counselors may refer their clients to other professionals or agencies for training or other services. Although, there are some counselors who may do the training themselves.

Where Do They Work?

Employment counselors usually work for large state employment offices. Some work is found in prisons, training schools, and mental hospitals. Rehabilitation counselors may be employed by schools, hospitals, of county and federal agencies. School counselors work for the city and county school districts and may be responsible for several schools.

What Are The Working Conditions?

Most counselors work a 40-hour week and some may work alot of overtime. Counselors do not always work in clean, comfortable offices. Sometimes they

CONSEJERO

Consejeros ayudan a personas a entenderse a sí mismos y les ayudan a hacer decisiones que afectan sus vidas. Hay muchas clases de consejeros dependiendo a quien sirven y en donde trabajan. Muchos de los consejeros son consejeros de escuelas, consejeros de rehabilitación, y consejeros de empleos.

¿Qué Clase De Consejeros Hay?

Hay tres clases de consejeros: Consejeros de Escuela trabajan con estudiantes de todas edades en las escuelas. Ayudan a los estudiantes en planear sus carreras con crecimiento personal. Consejeros de Rehabilitación trabajan con personas que tienen inhabilidades mentales, físicas o sociales. Ayudan a sus clientes a prepararse para trabajos que a veces incluyen aconsejamiento personal. Consejeros de Empleo colocan a sus clientes en trabajos o situaciones de entrenamiento.

¿Qué Clase De Entrenamiento Es Necesario?

El entrenamiento requerido depende en la posición. Se necesita un bachiller para adquirir una posición de entrenamiento y experiencia y educación adicional para ser consejero. Sin embargo, hay algunas posiciones que no necesitan título. Ayudantes de consejeros y consejero legal reciben entrenamiento mientras trabajan. Pero, para los que tienen experiencia hay más oportunidades de encontrar el tipo de trabajo que quieren.

¿Qué Es Lo Que Hacen?

Los consejeros ayudan a clientes a resolver sus problemas y a hacer decisiones. También establecen relaciones con otras personas que de algún modo tienen facilidad de ayudar a resolver los problemas del cliente. Puede que algunos consejeros manden a individuos a personas o agencias para entrenamiento u otros servicios mientras otros consejeros hacen el entrenamiento ellos mismos.

¿Dónde Trabajan?

Por lo general consejeros de empleo trabajan en oficinas de empleo del estado. Algunos trabajan en prisiones, escuelas de entrenamiento, o en hospitales mentales. Consejeros de rehabilitación son empleados por escuelas, hospitales, agencias del condado, o agencias federales. Consejeros de escuela trabajan para distritos escolares de la ciudad y del condado y puede que algunos recorran varias escuelas.

may have to visit their clients at home or meet them in a public place. Others may work in hospitals, prisons, or community centers.

How Much Do They Earn?

In 1974, salaries for counselors depended on the specialization and level of education. The average annual salary for employment counselors ranged from $7,200 to $14,700 per year. Rehabilitation counselors averaged about $9,800 to $16,400 per year. And school counselors' earnings depended on how much education and experience they had. Their annual salaries averaged $9,000 to $13,000 with a bachelor's degree; $10,400 to $15,500 with a master's degree; and $18,200 with a doctorate degree. (Counselor trainees earned about $8,500 a year.)

What Is The Outlook?

The recent interest in counseling services has created many new jobs. Counselors are needed to replace those who have left the field. Still, the competition is growing in this field and those counselors with higher degrees and experience are more likely to get jobs and promotions. Jobs for counselors in public agencies will depend on government funding.

What Are The Advancement Opportunities?

Experienced counselors may advance to supervisory or administrative positions. They might also become directors of agencies or programs or consultants in the counseling field. A counselor who is bilingual and/or bicultural may also have many more jobs to choose from than a counselor who is not bilingual.

Worker Traits

Aside from being able to get along with people and to speak clearly, a counselor must be confident and believe in him/herself. Counselors must also be well-organized and have a general knowledge of many other areas, and it is especially helpful to specialize in one particular area.

Related Occupations

Administrator
Interviewer
Teacher
Minister
Social Worker

¿Cuáles Son Las Condiciones De Trabajo?

Por lo general consejeros trabajan 40 horas por semana y algunos trabajan horas extras. Los consejeros no siempre trabajan en oficinas.

¿Cuánto Ganan?

En 1974, los sueldos para consejeros dependieron de su especialización y nivel de educación. El promedio del salario anual para consejeros era de $7,200 a $14,700. Consejeros de Rehabilitación ganaron de $9,800 a $16,400 por año. Y Consejeros de Escuelas ganaron dependiendo en cuanta experiencia tienen. Los salarios fueron de $9,000 a $13,000 con un diploma de bachiller; $10,400 a $15,000 con maestría; y $18,200 con un doctorado; entrenantes ganaron acerca de $8,500 al año. (Consejeros en entrenamiento reciben $8,500 al año.)

¿Cuál Es La Perspectiva?

El recién interés en servicios de consejero ha creado muchos trabajos nuevos. Se necesitan consejeros para reemplazar a esos que han dejado la carrera. Todavía la competencia crece en esta carrera y por eso, los consejeros con mejores credenciales y más experiencia tendrán más oportunidad de obtener trabajo y podrán adelantarse. Trabajo para consejeros en agencias públicas dependerá en fondos del gobierno.

¿Cuáles Son Las Oportunidades De Adelantarse?

Consejeros con experiencia pueden avanzar a posiciones de supervisor o administrador. También pueden ser directores de agencias o programas, o consultantes en el campo de consejero. Un consejero que es bilingue o bicultural puede tener muchos más trabajos de donde cuales escojer.

Características Del Trabajador

Además de que puedan llevarse bien con la gente y hablen claramente, un consejero debe ser confidente y creer en sí mismo. Consejeros también deben de ser bien organizados y tener un conocimiento general de muchas áreas, y es muy provechoso que especializen en una área en particular.

Trabajos Relacionados

Administrador
Entrevistador
Maestro/a
Ministro
Trabajador Social

ADMINISTRATOR

An administrator is a person with many responsibilities. S/he may be in charge of different jobs depending on the type of business for which they work. Depending on the type of administrator, they must have alot of background in technical work, business, sales, or just making deals and setting up contacts for an agency.

What Does An Administrator Do?

The administrator usually represents the company s/he works for and is responsible for the operation of that company or agency. Sometimes a company is large enough so that it has more than one administrator. Or else, the single administrator might assign tasks for others to do.

Sometimes, an administrator may only serve as an advisor or consultant during the preparation of proposals and in negotiations. However, other times they might actually do the work themselves.

Some of the job duties include proposal writing, negotiating, preparation of progress reports, and many others.

Where Do They Work?

Larger cities seem to have more job openings for administrators than do small towns and cities. Administrative work is found in private or public agencies and companies as well as in federal and state governments.

What Is The Outlook For This Job?

Due to less funding of government programs there will not be as great a demand for administrators as in private agencies and companies. Between 1970-1985 the average annual growth rate is expected to be 14,300. And of those who will enter the field as replacements it is expected that there will be about 25,700 new openings during the same 15 year period.

How Much Do They Earn?

In 1977, the salaries nationwide were about $12,000 to $20,000 a year. Salaries usually depend on the kind of training and experience the person has. The average salary for 1980 is expected to reach $23,000 a year.

What Kind Of Training Is Needed?

A bachelor's degree in business administration and/or some work in economics or accounting is preferred. Some companies go out looking for

ADMINISTRADOR

Un administrador es una persona con muchas responsabilidades. El puede estar a cargo de diferentes trabajos, dependiendo en el tipo de negocio para el cual trabaja. Dependiendo en el tipo de administradores, ellos deben tener antecedentes en trabajos técnicos, de comercio, de venta, o únicamente hacer negocios y establecer contactos para una agencia.

¿Qué Hace Un Administrador?

El administrador usualmente representa a la compañía para la cual trabaja y es responsable por el funcionamiento de esa compañía o agencia. A veces una compañía es tan grande que tiene más de un administrador, o si no, el administrador puede asignar diferentes tareas a otros trabajadores.

A veces, un administrador solo sirve como aconsejador, o consultante durante la preparación de proposiciones o negociaciones. Otras veces ellos mismos pueden hacer el trabajo.

Algunas de las obligaciones de trabajo incluyen escribir propuestas, la negociación, y escribir reportes de progreso.

¿Dónde Trabajan?

Ciudades grandes parecen tener más trabajos para administradores que ciudades chicas. El trabajo se encuentra en agencias privadas o públicas, en compañías, y en el gobierno federal y estatal.

¿Cuál Es La Perspectiva Para Este Trabajo?

Debido a menos fondos en programas del gobierno, no había gran demanda para administradores públicos como los había en agencias privadas y en compañías. Entre 1970 y 1985 el promedio anual de crecimiento se espera que sea de 14,300. Se espera que habrá 25,700 más puestos durante estos mismos 15 años para los que van a entrar como substitutos.

¿Cuánto Ganan?

En 1977 los sueldos en toda la nación fueron desde $14,000 a $20,000 al año. Los salarios, por lo general dependen de la clase de entrenamiento y experiencia que la persona tenga. El sueldo regular para 1980 se espera que llegue a $23,000 al año.

¿Qué Entrenamiento Es Necesario?

Se prefiere un grado de bachiller en administración de negocio o alguna experiencia en economía o contabilidad. Algunas compañías para llenar sus puestos buscan a recién graduados de colegio. Pero para las posiciones de

college graduates to fill their positions. However, for higher positions the employer may want someone with more experience.

Those who are interested in federal and state agencies must first take a test.

What Are The Working Conditions?

More than half of the administrator's time is spent in reading over reports and proposals. The rest of their time is spent working and talking with employees, traveling and negotiating with other agencies or companies.

The administrator is under alot of pressure because of all the responsibility.

The normal work week is usually 40 hours unless there is a special project to be completed, then there may be some overtime hours.

Worker Traits

It takes alot of energy to be a good administrator. Therefore, good health is very important. The administrator must also be able to get along with others and must have good social skills in dealing with others. S/he must also have the desire and ability to learn the detailed work necessary for the job.

Is This Job Open For Women?

In the past, there were few opportunities for women in this field. However, this is gradually changing and today, more women are finding work as administrators in government and private industry than ever before.

What Kind Of Promotions Are Available?

A job as an administrator can be the first step to a high level position in management or as an executive.

Where Is The Training Provided?

Most colleges and universities offer courses which lead to a certificate or degree in administration. Many private management groups provide courses, seminars and workshops for those already in the profession but who want further training.

How Important Is English?

For most jobs, the administration must be able to speak and understand English. For some jobs it is helpful to be bilingual too.

más responsabilidad el empleador busca a personas con más experiencia.

Todos los que estén interesados en agencias federales y estatales tienen que tomar una prueba primero.

¿Cuáles Son Las Condiciones De Trabajo?

Más de la mitad del tiempo, el administrador se la pasa leyendo reportes y proposiciones. El resto del tiempo se pasa trabajando y hablando con empleados, viajando y negociando con otras agencias y compañías.

El administrador trabaja bajo de mucha tensión por sus responsabilidades.

La semana de trabajo es de 40 horas al menos que haya un proyecto especial que terminar, en cual caso se trabaja horas extras.

Características Del Trabajador

Toma mucha energía ser administrador, por eso la buena salud es muy importante. El administrador también debe llevarse bien con los demás y debe tener buena habilidad social cuando trata con otros. El/ella tiene que tener el interés y habilidad de aprender el trabajo detallado necesario para ser administrador.

¿Hay Oportunidades Para La Mujer?

En el pasado hubo algunas oportunidades para mujeres interesadas en esta carrera. Sin embargo, esto está cambiando y ahora más que nunca la mujer está encontrando trabajo en el gobierno y la industria privada.

¿Qué Clase De Adelantos Hay?

Trabajo como administrador es el primer paso a una posición de manejo o como ejecutivo.

¿Dónde Se Ofrece Entrenamiento?

Muchos colegios y universidades ofrecen cursos en los cuales se pueden obtener un certificado o título en administración. Muchos grupos privados de manejo dan cursos, seminarios, y talleres para los que estén en la profesión.

¿Qué Tan Importante Es El Inglés?

Por la mayor parte, el administrador debe hablar y entender el inglés. Para algunos trabajos ayuda mucho ser bilingue.

Rasgos Favorables

Mucho contacto con el público
Viajar
Beneficios

Rasgos Desfavorables

Debe terminar trabajos para fin de plazo
Mucho trabajo

Favorable Features

Alot of contact with people
Travel
Good benefits

Unfavorable Features

Must meet deadlines
Heavy workload
Many responsibilities
High pressure work

Related Jobs

Management Positions
Directorships
Executive Positions
Principal of Schools

Trabajo de mucha tensión
Muchas responsabilidades

Ocupaciones Relacionadas

Posiciones en Manejo
Director de Agencias
Posiciones Ejecutivas
Director de Escuelas

BUILDING MAINTENANCE
(Custodians)

Of the 1.9 million people employed in 1977 as building custodians, 75% of them were men. About one-third worked part-time.

What Do They Do?

Building custodians are in charge of keeping buildings in good condition. Their job is to make sure that all equipment is in good working order. Men's work is usually heavier than work done by women. It is common for the women to dust, mop, and wax while the men may have to move or use heavy equipment. Custodians should know how to operate cleaning equipment and what solutions to use in cleaning different types of surfaces.

What Kind Of Training Is Needed?

No formal education is needed for most positions. Custodians usually get on-the-job training. Some jobs provide a chance for union membership.

Where Is Employment Found?

Much work is found in hospitals, hotels, and places of recreation. Manufacturing plants, retail stores, apartment houses and office buildings also offer work. Some custodians are self-employed and they may work for a commercial maintenance company.

What Is The Job Outlook?

As the population grows, so will the chances for a job. However, some jobs may be affected by modern technology.

What Are The Working Conditions?

The working conditions depend on the place of employment. This can change from working inside comfortable buildings to working outdoors.

How Much Do They Earn?

Custodians earn different wages depending on where they work and if they belong to a union. According to the Department of Labor, in 1973-74 custodians earned the following hourly wages:

Industry	Hourly Wage
Manufacturing	$3.74
Public Utilities	$4.02
Wholesale Trade	$3.35
Retail Trade	$2.73
Finance	$3.22

MANTENIMIENTO DE EDIFICIO
(Custodio)

De las 1.9 millones de personas empleadas en 1977 en trabajos de mantenimiento de edificios, 75% de ellos eran hombres. Cerca de un tercio de ellos trabajaron tiempo incompleto.

¿Qué Hacen?

Custodios de edificios se encargan de mantener edificios en buena condición. Su trabajo es asegurarse que todo el equipo esté trabajando bien. El trabajo de los hombres es usualmente más pesado que el trabajo hecho por las mujeres. Es común que a las mujeres se les dan tareas tales como las de trapear, desempolvar, y encerar los muebles. Los custodios deben saber como operar el equipo y cuales soluciones de limpieza usar cuando limpian por encima de objetos.

¿Qué Clase De Entrenamiento Se Necesita?

No se necesita educación en muchas de estas posiciones porque usualmente reciben entrenamiento mientras trabajan. Algunos trabajos ofrecen programas de unión.

¿Dónde Se Encuentra Empleo?

Muchos de los puestos se encuentran en hospitales, hoteles, y lugares de recreación. Muchos de los custodios están empleados en plantas de fabricación en almacenes o tiendas de menudeo, en casas de departamentos o en edificios de oficinas. Algunos de ellos tienen sus propios negocios. Ellos pueden trabajar para una compañía de mantenimiento comercial.

¿Cuál Es La Perspectiva De Este Trabajo?

Al crecer la población, también crecen las oportunidades de trabajo. Sin embargo, algunos trabajos pueden ser afectados por tecnología moderna.

¿Cuáles Son Las Condiciones De Trabajo?

Las condiciones de trabajo dependen en el lugar de empleo. Esto cambia del ambiente interior del edificio bien alumbrado al de un ambiente no muy cómodo.

¿Cuánto Ganan?

Los custodios ganan diferentes sueldos dependiendo en donde trabajan y si pertenecen a unión. De acuerdo con el Departamento de Labor, en 1973-1974 custodios ganaron los siguientes sueldos por hora:

Industria	Pago Por Hora
Fabricación	$3.74
Utilidades Públicas	$4.02

Higher salaries are paid in larger cities than in small towns.

What Kind Of Promotions Are Offered?

Advancement is limited because a custodian usually works alone. However, a high school diploma may be helpful in getting a supervisory position.

Related Jobs

Private Household Worker
Window Cleaner
Elevator Operator
Exterminator
Gardener

Is English Necessary?

Some jobs may require enough English to read instructions and labels for cleaning materials, Most custodial jobs, however, do not have any language requirements.

Favorable Features

Union membership available
Paid vacations/holidays
Benefits
Sick pay

Unfavorable Features

Most time spent on their feet
Most work in evening
Night/graveyard shifts
May suffer minor cuts, bruises and burns caused by machines, hand tools and chemicals
Boring Work
Working (sometimes) in noisy, greasy, dirty conditions

Worker Traits

A custodian must be a hard worker with clean habits and able to work alone. Therefore, s/he must be responsible and well-organized.

Comercio Al Mayoreo	$3.35
Comercio Por Menudeo	$2.73
Operaciones Financieras	$3.22

Mejores sueldos se encuentran en ciudades grandes que en pueblos chicos.

¿Qué Clase De Promociones Se Ofrecen?

El adelanto es limitado porque el custodio usualmente trabaja solo. Sin embargo, un diploma de secundaria puede ayudar para obtener una posición de supervisor.

Trabajos Relacionados

Trabajador de Casa Privada
Limpiador de Ventanas
Operador de Elevador
Exterminador
Sepulturero

¿Es Necesario El Inglés?

Algunos trabajos requieren suficiente inglés para poder leer instrucciones y etiquetas en los materiales de limpieza. Muchos trabajos de custodio, sin embargo, no requieren ningún lenguaje en particular.

Características Favorables

Miembros de unión
Vacaciones y días de fiesta pagados
Beneficios
Pago para el enfermo

Características No Favorables

Pasan mucho tiempo de pié
Muchos trabajan por la tarde
Jornada de noche
Pequeñas cortadas, moretes, y quemaduras causadas por las máquinas, herramientas de manos, y químicas
Trabajo monótono
Trabajo (a veces) en condiciones ruidosas, grasosas, sucias, y ofensivas

Características Del Trabajador

Un custodio debe trabajar duro y ser limpio y debe poder trabajar solo. Así es de que, el o ella debe de ser responsable y bien organizado.

PROBATION OFFICER

Probation officers work closely with ex-offenders to try and keep them from committing other crimes. They do this through direct counseling and supervision. They might also make home visits to check on the clients' living conditions and/or make referrals to community services.

Where Do Probation Officers Work?

Most probation officers work for the county. Parole agents are usually employed by State and Federal governments.

What Are The Working Conditions?

The working conditions may depend on the type of job they have and where they are employed. However, probation officers may work with people of all ages. It is sometimes difficult working with clients, as well as having to meet court deadlines.

The average work week is 40 hours, with some occasional overtime. Sometimes it is necessary to be on call 24 hours a day to handle emergencies. Not all of their time is spent in an office. Probation officers may travel as much as 500-1,000 miles a month following up on their clients.

How Much Do They Earn?

Salaries for county probation employees depend on the size of the county, the amount of education and the required job experience.

The 1978 monthly salary range for the different types of probation officers in California are as follows:

Probation Officer I	$1,035-1,264
II	$1,196-1,460
III	$1,322-1,614
Supervisor	$1,453-1,774
Assistant Probation Officer	$1,765-2,155
Probation Officer	$2,199-2,684

What Are The Requirements?

In Santa Barbara County, California, the job requirements for the above mentioned jobs are as follows:

Probation Officer I - Completion of basic courses at a college level. However, a college degree is not required. Or, an applicant must have 1 year of experience as a Group Counselor II.

AGENTE DE VIGILANCIA

Agentes de vigilancia trabajan de cerca con los ex-delincuentes para cuidar que no cometan otros crimenes. Esto lo hacen con supervisión y consejo directo. Puede que los agentes de vigilancia también hagan visitas de casa para ver las condiciones de vivienda de sus clientes y referirlos a los servicios de la comunidad.

¿Dónde Trabajan Los Agentes De Vigilancia?

Muchos de los agentes de vigilancia trabajan para el condado. Por lo general, los agentes de caución juratorial son empleados por el gobierno estatal y federal.

¿Cuáles Son Las Condiciones De Trabajo?

Las condiciones de trabajo dependen en qué tipo de trabajo que hagan y en la institución en que estén trabajando. Sin embargo, los agentes de vigilancia tienen la oportunidad de trabajar con gente de todas las edades. A veces es difícil trabajar con clientes y a la vez tener que cumplir de plazos de la corte.

Se trabaja un promedio de 40 horas a la semana, y ocasionalmente hay horas extras de trabajo. A veces es necesario estar listo para trabajar 24 horas al día en caso de emergencias. No todo su tiempo es en la oficina. Puede que agentes de vigilancia viajen desde 500 a 1,000 millas al mes para estar al tanto de sus clientes.

¿Cuánto Ganan?

Los salarios para empleados de vigilancia del condado dependen del tamaño del condado, cuanta educación tengan, y la experiencia requerida para el trabajo.

El sueldo mensual de 1978 para las diferentes clases de agentes de vigilancia en California son:

Agente de Vigilancia	I	$1,035-1,264
	II	1,196-1,460
	III	1,322-1,614
Supervisor		1,453-1,774
Asistente al Agente de Vigilancia		1,765-2,155
Agente De Vigilancia		2,199-2,684

¿Cuáles Son Los Requisitos?

En el condado de Santa Barbara, California los requisitos para los

Probation Officer II - Completion of basic courses required for Probation Officer I. Or, 1 year experience as Probation Officer I, or related probation or parole work.

Probation Officer III - Completion of core courses required for Probation Officer I. Or, 1 year experience as Probation Officer II or 2 years of related experience in probation.

Probation Supervisor - Must be a college graduate or have 3 years experience in related work.

Probation Officer and Assistant Probation Officer - Must be a college graduate with some related graduate work or experience.

A car and a valid driver's license is also necessary.

Recently, some probation and parole departments have begun to hire paraprofessionals to help probation officers and parole agents with their duties. These positions may require six months related experience but do not usually call for a college degree.

Helpful Worker Traits

Opportunities for women have increased in the recent years. Women generally work with families or cases involving female offenders. The demand for women is expected to continue through the near future.

Candidates who are bilingual are desired and are paid extra whenever they use this ability.

Other personal characteristics which are important in this line of work are: being able to communicate easily with all kinds of people; must be emotionally well-balanced; and, must enjoy a challenging job.

What Is The Job Outlook?

Today, there are many more qualified applicants than the number of job openings. The number of openings depend on the available funds in the area. However, some departments located in large cities may experience temporary shortages from time to time. Probation activities have increased in both cities and towns.

How Do You Get A Promotion?

There are many advanced positions to seek out after entering the field of probation. The opportunities are especially good for the well-qualified person who has plenty of experience. An individual with experience can sometimes gain a promotion by simply taking an exam or applying for the job. Working in

trabajos mencionados son:

Agente de vigilancia I - Debe completar cursos básicos de nivel de colegio. Sin embargo no se requiere un título de colegio. O si no, el solicitante necesita un año de experiencia como consejero de grupo II.

Agente de Vigilancia II - Debe completar los cursos requeridos para agente de vigilancia I. O si no, un año de experiencia como agente de vigilancia I, o trabajo relacionado con vigilancia o caución juratoria.

Agente de Vigilancia III - Debe completar los cursos requeridos para Agente de Vigilancia I. O un año de experiencia como Agente de Vigilancia II o dos años de trabajo relacionado con vigilancia.

Supervisor de Vigilancia - Debe ser graduado de colegio o tener 3 años de experiencia en trabajo relacionado.

Agente de Vigilancia y Asistente al Agente de Vigilancia - Debe haber graduado de colegio con trabajo o experiencia relacionados con escuela graduada.

Un auto y licencia de manejar son necesarios.

Recientemente, algunos departamentos de vigilancia y caución juratoria han empezado a emplear a para-profesionales para que ayuden a agentes vigilantes y agentes de caución juratoria con sus deberes. Estas posiciones pueden requerir hasta seis meses de experiencia relacionada, pero usualmente no se necesita un título de colegio.

Características Personales Deseables

Oportunidades para mujeres han aumentado recientemente. Generalmente las mujeres trabajan con familias o casos que tienen que ver con delincuentes femeninas. La demanda para mujeres se espera que siga en el futuro.

Candidatos que son bilingues también son importantes y se les paga más cuando usan sus habilidades. Otras características que son importantes en esta línea de trabajo son: poder comunicar con todos tipos de gente; debe tener salud mental estable; y le deben gustar las situaciones retadoras.

¿Cuál Es La Perspectiva Para Empleo?

Hoy en día, son más los solicitantes calificados que el número de posiciones disponibles. El número de posiciones depende en los fondos accesibles en la área. Sin embargo, algunos departamentos localizados en ciudades grandes pueden sufrir de falta de trabajo temporario de vez en cuando. Las actividades que requieren agentes de vigilancia han aumentado igualmente en pueblos y ciudades.

¿Cómo Se Consigue Una Promoción?

Hay muchas posiciones avanzadas que se pueden buscar después de entrar

a large city would also give you a better pay than working in a small town.

Favorable Features

Benefits

40 hour work week

Don't always work in office

Alot of contact with people

Unfavorable Features

May have to work on weekends and/or evenings

Much pressure from clients and courts

Often work with difficult clients who do not communicate well

Related Jobs

Social Worker

Recreation Leader

Policeman

Deputy Sheriff

al oficio de vigilancia. Las oportunidades son especialmente buenas para una persona bien calificada que tiene bastante experiencia. El individuo con experiencia puede a veces ganar una promoción simplemente tomando un examen o solicitando un trabajo. Trabajando en una ciudad grande conseguirá mejor pago que trabajando en un pueblo chico.

Características Favorables

Beneficios

40 horas por semana

No siempre se trabaja en oficina

Mucho contacto con gente

Características Desfavorables

Puede que se trabaje los fines de semana, o las tardes

Mucha tensión de clientes y cortes

Frecuentemente se trabaja con clientes que son difíciles y que no les gusta comunicar.

Trabajos Relacionados

Trabajador Social

Jefe de Recreación

Policía

Alguacil Diputado (Deputy Sheriff)

POLICE OFFICER

A police officer's job is to see that the laws are obeyed and order is maintained. They protect community residents and their personal property. They also teach community residents techniques for crime prevention.

What Are The Working Conditions?

Patrol officers sometimes work alone, walk on foot patrol, or ride in a police car. They work 40 hours a week, which sometimes includes weekends, holidays and nights. Their work settings may be in comfortable indoor offices or outdoors in all kinds of weather. This job involves many risks and sometimes injuries or death.

What Do They Do?

Police officers must get to know the area they are assigned to and look out for anything unusual. They must also write reports about what they do during work hours.

Some police officers may have to go to court whenever legal action is taken on a case. While on the job, they learn new methods for crowd control, civil defense, legal developments and the use of new equipment.

What Are The Requirements?

A person who wants to become a police officer must meet several requirements. First, there is a minimum age of 21 years. Second, they should not be overweight and they must have good physical and personal qualifications. Some education and related experience may be necessary. And, citizenship is required at the time of appointment.

How Can You Get Started?

High school graduates can enter police work in some large cities as police cadets or trainees. Different types of training, such as military service, security guards, and peace corps help prepare individuals for police work. Additional points are awarded to those applicants having military service or a college education.

What Kind Of Training Is Needed?

After passing a competitive exam, those with top scores usually go through a period of training. This training varies with the size of the city.

Información sobre requisitos para ingreso local se puede obtener en la comisión de servicio civil local, o del departamento de policía.

¿Cuáles Son Los Salarios?

Oficiales de policía hicieron desde $1,400 al mes, en 1978. Sueldos son un poco más altos en ciudades grandes. Muchos policías reciben aumentos de sueldos durante los primeros años hasta que se llegue a cierto sueldo regular. Casi todos los policías reciben salarios regulares durante su primer año hasta que alcanzan el salario más alto y recompensas se dan si tienen buen comportamiento.

¿Cuál Es La Perspectiva?

Las oportunidades económicas en trabajo de policía se ven muy prometedoras. Habrá muchas posiciones nuevas para cuidar de las necesidades del crecimeinto de la población. Sin embargo, ciudades con problemas económicos tendrán que reducir algunas de las posiciones.

Rasgos Favorables

Retiro anticipado
Beneficios
Buen pago
Oportunidades de adelanto
Uniformes y equipo son proveídos
Recompensas por buen trabajo y actos heróicos

Rasgos Desfavorables

Trabajar horas fuera de tiempo regular en emergencias
Se trabaja fines de semana, días de fiesta, y durante las noches
Se trabaja aunque el clima no sea bueno
El riesgo de daños es mayor que en otras ocupaciones
Muchos riesgos y peligros
Siempre debe estar listo para trabajar

¿Cuáles Son Las Oportunidades De Adelanto?

Policías con experiencia deben tomar un examen para poder avanzar. En departamentos grandes, oficiales pueden especializarse en una clase de actividad como trabajo de laboratorio, control de tráfico, comunicación o trabajo con juveniles. Hay menos oportunidades de adelanto en departamentos pequeños.

¿Cuáles Son Algunas Características De Los Trabajadores?

Los policías deben tener buena salud y poder moverse rápido. Fuerza y valor son deseables.

Information about local entrance requirements is available at local civil service commissions or police departments.

What Are The Salaries?

In 1978, police officers earned about \$1,040-1,400 a month. Wages are slightly higher in larger cities. Most police officers receive regular pay increases during the first few years until a top salary is reached and bonuses are earned through good performances.

What Is The Outlook?

The economic opportunities for police work are promising. Many new positions will develop to meet the needs of a growing population. However, cities with budget problems may reduce the number of available positions.

Favorable Features

Early retirement
Benefits
Good pay
Advancement opportunities
Uniforms and equipment provided
Bonus awarded for good performances/heroic acts

Unfavorable Features

Work overtime during emergencies
Work on weekends, holidays, and night shifts
Work in bad weather
Injury rate is higher than in other occupations
High risk and danger involved
May be on call

What Are The Advancement Opportunities?

Experienced police officers must take a competitive exam for promotion. In large departments, officers can specialize in one kind of activity such as laboratory work, traffic control, communications or work with juveniles. There are fewer advancement opportunities in smaller departments.

Worker Traits

Police officers must be in good health and be able to move quickly. Strengh and courage are also desireable.

POLICIA

El trabajo de un policía es de asegurar que las leyes sean obedecidas y que se mantenga el orden. Ellos protejen a los residentes de la comunidad y sus propiedades personales. También le enseñan a la comunidad técnicas para la prevención del crimen.

¿Cuáles Son Las Condiciones Del Trabajo?

Agentes de patrulla a veces trabajan solos, hacen ronda a pié, o en carros patrulleros. Trabajan 40 horas por semana, días de fiesta, y noches. Su lugar de trabajo varía de oficina a campo abierto en toda clase de clima. El trabajo tiene muchos riesgos y a veces daños o muerte.

¿Qué Hacen?

Policías deben conocer la región a la que son asignados y buscar cualquier cosa extraña. También deben escribir reportes de lo que hacen mientras trabajan.

Algunos oficiales de policía tienen que ir a corte cuando acción legal es tomada en un caso. En el trabajo aprenden nuevas técnicas para controlar la muchedumbre, la defensa civil, desarrolos legales y el uso de equipo nuevo.

¿Cuáles Son Los Requisitos?

La persona que aspira ser policía necesita llenar varios requisitos. Primero el/ella debe tener por lo menos 21 años de edad. Segundo, no deben ser sobrepeso y deben de estar en buena condición física y tener buen carácter. Alguna educación y experiencia se puede necesitar. Y, al tiempo de colocación necesita ser ciudadano.

¿Cómo Se Puede Comenzar?

Los que graduan de secundaria pueden comenzar trabajando de policía en algunas ciudades grandes como cadetes o reclutas. Diferentes clases de enseñanza como el servicio militar, guardias de seguridad, y (peace corps) ayudan a preparar a individuos para trabajo de policía. Se les dá más consideración a esos aplicantes que hayan tenido servicio militar o educación colegial.

¿Qué Clase De Entrenamiento Es Necesario?

Después de pasar un examen, esos con las notas más altas comienzan un período de entrenamiento. Este entrenamiento cambia dependiendo en el tamaño de la ciudad.

Related Jobs

Sheriff

Guard

Military Career

Federal Marshall

Private Investigator

Language Requirement

English is necessary. However, due to Affirmative Action policies and the need for bilingual officers in the Spanish-Speaking Communities, job openings for bilingual candidates are improving.

LAWYER

In 1974, over 340,000 people worked as lawyers in California.

Most lawyers in general practice handle all kinds of legal work for their clients. A good number of lawyers specialize in one branch of law such as corporation, criminal, labor, patent, real estate, tax or international law.

Lawyers may negotiate out of court, look into cases that are taken to trial, manage properties or prepare wills for people. Others teach, do research, write or do administrative work.

Where Do They Work?

Many lawyers are in private practice, or they might work with other lawyers in a partnership. In 1974, about 54,000 worked for the Federal and State governments. Employment opportunities are greater in big cities than in small cities and towns.

What Are The Requirements?

In order to practice law in the courts, a person must pass the State Bar Exam of the State in which s/he wishes to practice law. An applicant must complete 3 years of college and graduate from a law school approved by the American Bar Association before s/he can qualify for the exam. It usually

Trabajos Relacionados

Alguacil Mayor
Guardias
Carreras Militares
Alguacil Federal
Investigador Privado

Requisitos De Idioma

El inglés es necesario. Sin embargo, a causa de Acción Afirmativa y la necesidad de oficiales bilingues en las comunidades de habla española, hay más oportunidades para los candidatos bilingues.

ABOGADO

En 1974, más de 340,000 personas trabajaron de abogados en California. La mayoría de los abogados se encargan generalmente de toda clase de asuntos legales de sus clientes. Un buen número de abogados se especializan en una división de la ley como corporación, criminal, labor, patente, propiedad, impuestos, o la ley internacional.

Abogados hacen tratos fuera de la corte, se encargan de propiedades, convenios, o testimonios. Otros escriben, enseñan, trabajan en administraciones o dirigen investigaciones.

¿Dónde Trabajan?

Muchos practican en privado, o con otros abogados en una compañía. Casi 54,000 trabajaron por el gobierno del estado y federal. Las oportunidades de empleo son mayores en ciudades grandes que en ciudades chicas.

¿Cuáles Son Los Requisitos?

Antes de ejercer la ley, cada persona tiene que tomar un examen del colegio de abogados del estado en que desea trabajar. Se necesitan 3 años de colegio (universidad) además de graduación de una escuela de leyes aprobada por la Asociación Americana de la Rama de Abogados antes de tomar el examen. Por lo regular, toman 7 años después de la escuela secundaria para recibirse de abogado. Los colegios de abogados aceptan estudiantes que demuestran facilidad para estudiar la ley.

takes 7 years of full-time study after high school to become a lawyer. Law schools will accept students who show an ability to study law.

What Are The Working Conditions?

The working conditions depend on the situation. Most lawyers work long hours under alot of pressure when a case is taken to court. They must know about the latest laws and court decisions. However, those in private practice can choose their own working hours and number of clients.

How Much Do They Earn?

In 1976, beginning lawyers earned about $15,000 and experienced lawyers earned up to $43,000 a year. The salaries may depend on their school records and the size and location of the employer.

Lawyers with more work experience and/or greater responsibility will earn higher salaries. Those in private practice will earn more as their practice grows. And those who are in partnerships earn more than lawyers who practice alone.

What Are The Possibilities For Advancement?

Most beginning lawyers start out by earning a fixed income. These attorneys usually act as research assistants (law clerks) to experienced lawyers or judges.

Many lawyers go into private practice after many years of experience or some may be appointed or elected as judges.

What Is The Job Outlook?

In the future, competition for available jobs will grow. Graduates of well-known law schools and those at the top of their classes are more likely to find salaried positions with law firms. It will be harder for other graduates to find salaried jobs.

The employment of lawyers is expected to grow through the mid-1980's. The demand for lawyers is growing along with the population. Opportunities are best in small towns and growing cities.

Worker Traits

Anyone who practices law should like to work with people and should be able to handle big responsibilities. It is most important that this person be able to win the confidence of their clients. The ability to speak clearly and to express yourself clearly is also important.

¿Cuáles Son Las Condiciones De Trabajo?

Las condiciones dependen de cada trabajo. La mayoría de abogados trabajan muchas horas bajo presión cuando llevan un caso a corte. Tienen que estar al tanto de las leyes y resoluciones de la corte. Sin embargo, aquellos trabajando en negocios propios escogen sus horas y el número de clientes.

¿Cuánto Ganan?

En 1976, licenciados ganaron desde $15,000 al año para el principiante y hasta $43,000 al año para el licenciado con experiencia. Los salarios dependen en sus notas académicas y en el tamaño y lugar del empleo.

Licenciados con mucha experiencia y gran responsabilidad tienen mejores sueldos. Esos con práctica privada ganan más al aumentar sus años de práctica. Los que trabajan con compañías ganan más que los licenciados que practican solos.

¿Cuáles Son Las Oportunidades Para Avanzar?

Casi todos los abogados comienzan con sueldos fijos, y siempre asisten a los abogados con más experiencia o a los jueces. Muchos abogados comienzan sus negocios propios después de muchos años de trabajo. Algunos son nombrados jueces.

¿Cuál Es La Perspectiva?

En el futuro, la competencia para estos trabajos va a crecer. Los que se graduan de las universidades distinguidas tienen mejor oportunidad de encontrar posiciones en empresas de abogados. Para los demás graduados es más difícil encontrar posiciones que pagan bien.

El empleo de abogados tiene demandas y se espera que crezca junto con la población. Las oportunidades de trabajo son mejores en pueblos chicos y en ciudades crecientes.

Características De Los Trabajadores

Los que practican la ley deben de tener la habilidad de tomar responsabilidades grandes y les debe gustar trabajar con el público. Es de suma importancia que esta persona se sepa ganar la confianza de sus clientes. Poder hablar y expresarse bien por escrito es muy importante.

Rasgos Favorables

Beneficios buenos
Seguridad en el empleo
Buen sueldo

Favorable Features

Good salaries
Good job security
Benefits

Unfavorable Features

Hard work
Big responsibility
Long hours when case in court
In 1974, the sex ratio of women to men was 1 to 5

Language Skills

A good English vocabulary is necessary. And, bilingual lawyers are in demand.

Related Jobs

Judge
Insurance Adjuster
Credit Investigator
Claims Examiner
Public Official

Rasgos Desfavorables

Muchas responsabilidades

Trabajo difícil

Horas largas

En 1974 una de cada cinco personas eran mujeres

Habilidad De Idioma

Fluidez en el idioma inglés es esencial y los abogados bilingues están en demanda.

Trabajos Relacionados

Juez

Ajustados de Aseguranza

Investigador de Crédito

Examinador de Reclamaciones

Oficial Público

SOCIAL WORKER

More and more social workers are in demand today because a greater number of people are in a need of help with medical, family, employment and other types of problems. Of the 300,000 social workers employed in 1974, nearly two-thirds were employed by states, counties, and cities. About 3,000 of these worked for the federal government and the rest worked for voluntary or private groups, schools, hospitals, and other medical clinics.

What Do Social Workers Do?

Social workers help clients work out their problems by using community services. The goal of the social worker is to encourage communication and understanding among clients. A social worker may also consult or speak for community groups or participate in community activities. They work with individuals, groups, or community agencies.

What Kind Of Training Is Required?

There has been an acceptance of the bachelor's degree in social work (BSW) or some related field of study. However, a masters degree in social work (MSW) is still preferred for professional status.

Job requirements depend on where the job is located, the type of agency and the people it serves.

What Kinds Of Social Workers Are There?

Most social workers are case workers who get involved with individuals and their families. Others may specialize in one of the following areas:

Child Welfare Work - work with deprived and troubled families and their children.

Family Service Work - help individuals, families, and other groups who have problems with each other, on the job, at school, or in the community.

Group Social Work - group counseling in dealing with individuals and their families.

Psychiatric Social Work - work with a clinical team in the treatment of the emotionally ill and their families.

Public Assistance Work - determine the eligibility of clients for aid.

School Social Work - work with school personnel and parents. They help the student solve his/her problems.

Medical Social Work - help clients deal with emotional problems caused by medical illness such as heart disease, cancer, and old age.

TRABAJADOR SOCIAL

Más y más trabajadores sociales se necesitan hoy en día porque un gran número de personas necesitan ayuda con problemas de tipo médico, familiares, y empleo. De los 300,000 trabajadores sociales que se emplearon en 1974, a cerca de dos tercios de ellos se les dió trabajo por medio de estados, condados y ciudades. Como 3,000 de ellos trabajaron para el gobierno federal y el resto trabajaron para grupos privados o se dieron de voluntarios en escuelas, hospitales y otras clínicas médicas.

¿Qué Hacen Los Trabajadores Sociales?

Trabajadores sociales ayudan a los clientes a resolver sus problemas por medio de servicios en la comunidad. La meta del trabajador social es de entablar un medio de comunicación y comprender a los clientes. Un trabajador social puede también dar consultas o dar discursos a grupos de la comunidad o participa en actividades en la comunidad. Ellos trabajan con individuos, grupos, o agencias de la comunidad.

¿Qué Clase De Entrenamiento Se Requiere?

Ya se acepta el título de bachillerato en trabajo social y otro campo de estudio que sea parecido a este. Sin embargo, una maestría en trabajo social es preferible para mantener un símbolo profesional.

Los requisitos de esta posición dependen en donde se encuentra el trabajo, el tipo de agencia y la gente a la que se sirve.

¿Qué Clase De Trabajadores Sociales Hay?

La mayoría son trabajadores que trabajan en casos y se envuelvan con los clientes y sus familias. Otros se pueden especializar en una de las siguientes áreas:

Bienestar de Niños - trabajo con familias y sus hijos que se encuentran privados de alguna forma o que tienen problemas.

Servicio Familiar - ayuda a individuos y familias que tienen problemas entre ellos, en el trabajo, la escuela, o en la comunidad.

Trabajador Social de Grupos - trabaja en grupo en el tratamiento de individuos y sus familias.

Trabajador Social que Trabaja con Grupos - usa sesiones de consejos en grupos en clínica para poder ayudar a individuos y sus familias que se encuentran emocionalmente enfermos.

Trabajador de Asistencia Pública - determina la eligibilidad de los clientes para darles ayuda económica.

Where Do They Work?

Employment is offered at schools, hospitals, community centers, and private and public agencies. It is easier to find work in larger cities than small towns with small populations.

What Is The Expected Salary?

In 1977 salaries ranged from $8,000-$8,500 per year for a social worker with a bachelor's degree; or $9,500-$15,000 depending on training and experience with a master's degree. Those who may go into private practice, administration, teaching, and/or research can earn more.

What Are The Working Conditions?

Most social workers work 40 hours a week. Some agencies may require evenings and weekend work.

What Are The Possibilities For Advancement?

Advancement opportunities are usually open to those social workers with a master's degree. Some employers will encourage and sometimes pay their employees to continue their education.

Experience is necessary for any kind of promotion. Any related experience is important for a student who is thinking about entering this occupation.

What Is The Job Outlook?

There is an increasing demand for social workers and it is expected to continue. Those who advance to higher positions, or retire, or leave the profession also leave many vacancies.

Expanded homemaker services; residential care programs for the aging; and extended medi-care facilities provide many jobs. Social Workers can create their own positions through private practice. And, the bilingual social worker is also in demand.

Worker Traits

A social worker must have alot of experience and background in working with people. S/he should be understanding, responsible, and emotionally mature. A genuine interest in people is important and alot of dedication is important.

Trabajador Social en Las Escuelas - trabaja con el personal de las escuelas y con los padres. Les ayudan a los estudiantes a resolver problemas.

Trabajador Social en Asuntos Médicos - ayuda a las personas a tratar con problemas emocionales causados por enfermedades del corazón, cancer, o vejez.

¿En Dónde Trabajan?

Se les ofrece trabajo en las escuelas, hospitales, centros de servicios en la comunidad, y agencias públicas y privadas. Es más fácil encontrar trabajo en ciudades grandes que en ciudades chicas con poblaciones chicas.

¿Qué Salario Se Puede Esperar?

En 1977 salarios variaron desde $8,000 a $8,500 por año para un trabajador social con diploma de bachillerato; a $9,500 a $15,000 con diploma de maestría dependiendo también en el entrenamiento y la experiencia. Los que deciden entrar en la práctica privada, administración, enseñanza, y/o investigaciones pueden ganar más.

¿Cuáles Son Las Condiciones En El Trabajo?

La mayoría de los trabajadores sociales trabajan 40 horas por semana. Algunas agencias a veces requieren que sus empleados trabajen turnos de noche o sábados y domingos.

¿Cuáles Son Las Oportunidades Para Avanzar?

Oportunidades para avanzar son más reales para los trabajadores sociales que tienen una maestría en trabajo social. Algunos patrones animan a sus empleados y a veces pagan para que continúen su educación.

Para poder ascender en el empleo se necesita que la persona tenga experiencia. Cualquier clase de experiencia es importante para los estudiantes que estén pensando en tomar este campo como carrera.

¿Cuál Es La Perspectiva?

Los trabajadores sociales están en demanda, y se espera que esta demanda siga. Los trabajadores que avanzan a posiciones más altas, se retiran o dejan la profesión y dejan muchas posiciones vacantes.

Programas que se crecen como servicios para el hogar; programas de vivienda para ancianos; y programas de facilidades médicas que ofrecen muchos servicios, proveen más trabajos. Trabajadores sociales pueden crear sus propias posiciones por medio de práctica privada. Las oportunidades para personas bilingues en este campo están aumentando.

Características Del Trabajador

Un trabajador social debe tener mucha experiencia y antecedentes trabajando con gente. El debe ser comprensible, responsable, y emocionalmente maduro. Es importante interesarse sinceramente en la gente y ser dedicado.

Favorable Features

Promotions

Benefits

Contact with public

Good pay

Unfavorable Features

Weekend and evening work

Difficult clients

Big responsibilities

High pressure work

Related Jobs

Parole Officer

Recreation Leader

Counselor

Volunteer Community Worker

Community Advisor

Rasgos Favorables

Promociones

Beneficios

Contacto con el público

Buen salario

Rasgos Desfavorables

Trabajo de noche y sabados y domingos

Clientes difíciles

Responsabilidades grandes

Trabajo con mucha presión

Trabajos Relacionados

Agente de Vigilancia

Lider de Recreaciones

Consejero

Trabajador Voluntario en la Comunidad

Consultor en la Comunidad

FIRE FIGHTER

In 1974, 222,000 persons worked as professional firefighters. A small number of these persons were women. The opportunities for women in this occupation are growing every year. Firefighters help protect us from fires that claim thousands of lives and cause much property damage each year. Fire departments are also responsible for fire prevention, building inspection and public education.

What Do They Do?

Firefighters must be prepared to handle any emergency. It is also their job to help people to safefy and use first aid when necessary. Other duties include checking for signs of fires set on purpose, saving undamaged property, and learning about the new materials buildings are made of.

What Kind Of Training Is Necessary?

Anyone interested in firefighting must be a high school graduate or have successfully completed the GED exam. Other requirements include a written intelligence test, medical exam and tests of physical strength. The minimum age is usually 21 years.

Recruits are sent to local fire schools for training. Here they practice drills, study firefighting techniques, learn first aid, building codes and fire prevention. When their training is finished, they are assigned to local fire companies.

Experience as a volunteer firefighter or through training in the military service can improve any chances of getting a job. Some universities also offer courses in fire engineering.

Where Do They Work?

Most jobs are found in city or county fire departments. Others may find work in fire departments on state and federal installments or large manufacturing plants. Larger cities have more positions open in fire departments than do small cities.

What Are The Working Conditions?

In some cities firemen are on duty for 24 hour shifts. The average work week is 52 hours, however, duty hours include time for reading, studying, sleeping and other personal interests. Besides regular working hours, firefighters must work extra hours when bringing a fire under control.

BOMBEROS-TRAGAHUMOS

En 1974, 220,000 personas fueron empleadas como bomberos profesionales. Un pequeño número de estas personas eran mujeres. Las oportunidades para la mujer en esta profesión están aumentando. Los bomberos nos protegen de incendios que causan la pérdida de miles de vidas y grandes daños de propiedad cada año. Los departamentos de bomberos también son responsables por la prevención de incendios, inspección de edificios y la educación del público sobre los incendios.

¿Qué Hacen?

Los bomberos deben estar preparados para cualquier emergencia que se presente. También es su trabajo ayudar a que la gente esté fuera de peligro y usar los primeros auxilios cuando sea necesario. Otras obligaciones incluyen investigaciones para encontrar las causas de los incendios, salvar propiedad que no ha sufrido daños, y aprender sobre los nuevos materiales que se usan en la construcción de edificios.

¿Qué Tipo De Entrenamiento Se Necesita?

Las personas interesadas en ser bomberos, deben ser graduados de escuela secundaria o tener un certificado de estudios de secundaria. Otros requisitos incluyen un examen escrito de inteligencia, un examen médico y pruebas de agilidad y fuerza física. Por lo general se necesita tener 21 años de edad para ser considerado para este tipo de empleo.

Los que son escogidos son llevados a escuelas de bomberos locales donde son entrenados. Practican ejercicios de emergencia, estudian técnicas para combatir incendios, aprenden los primeros auxilios, y las reglas de prevención de incendios de edificios.

Cuando han terminado el entrenamiento son asignados a departamentos de bomberos locales.

Experiencia como bombero voluntario o entrenamiento en el servicio militar puede mejorar las oportunidades de obtener trabajo. Algunas universidades ofrecen cursos en la ingeniería para combatir incendios.

¿Dónde Trabajan?

Empleo se encuentra principalmente en los departamentos de bomberos de la ciudad y el condado. Otros pueden conseguir trabajo en departamentos de bomberos, en instalaciones estatales y federales, o en plantas industriales de gran escala. Ciudades grandes tienen más posiciones en departamentos.

A firefighter's job is a risky one. They face possible injury or death from flames, smoke, falling buildings or bad weather. They may also come in contact with poisonous, flammable and explosive gases and chemicals.

What Are The Salaries?

As of 1977, beginning salaries started at around $750.00 to $1,300.00 per month. The salaries may change depending on where the job is located and/or how much experience the firefighter has. Raises are also given for time served and special acts of courage.

Favorable Features

Good pay
Good benefits
Pleasant surroundings (while at firehouse)
Only a small part of working hours are actually spent fighting fires

Unfavorable Features

24-hour work shifts
Dangerous working conditions
Work on most holidays
Overtime (when controlling a fire)

What Is The Job Outlook?

In 1978, California had many more applicants than job openings. This trend is expected to continue through the next couple of years. Cities with budget problems have layed off many of their workers.

What Are The Opportunities For Advancement?

Promotions are reached by competetive examination. Only experienced firefighters with college credit can take this exam for engineer, lieutenant, captain, battallion chief, assistant or fire chief. The opportunities for advancement are good in most fire departments.

The current Affirmative Action policy has increased opportunities for bilingual candidates. Some fire departments have begun actively recruiting bilingual applicants. Communities with larger Spanish-speaking populations have many positions available for bilingual candidates.

Worker Traits

A firefighter must be mentally alert, courageous, and physically fit. S/he should also have good judgement, leadership, mechanical knowledge, and a sense of public service.

¿Cuáles Son Las Condiciones De Trabajo?

En algunas ciudades, las jornadas de servicio son de 24 horas. El promedio de horas a la semana es de 52 horas; horas de servicio incluyen tiempo para leer, estudiar, dormir y otras actividades de interés propio. Además de las horas regulares de trabajo los bomberos deben trabajar horas extras cuando están luchando para controlar un incendio.

El trabajo del bombero tiene muchos riesgos. Siempre hay posibilidad de heridas o muerte causada por llamas, humo, el derrumbamiento de edificios o mal clima. Además pueden tener contacto con gases o químicas venenosas, incendiarios, o explosivos.

¿Cuáles Son Los Salarios?

A fecha de 1977, los sueldos fueron desde $750.00 a $1,300.00 al mes. Los sueldos pueden variar dependiendo de donde se encuentre el trabajo o la experiencia que tenga el bombero. Los aumentos también se reciben por cuenta de mérito y el tiempo que se ha servido como bombero.

Rasgos Favorables

Buen salario
Buenos beneficios
Un ambiente agradable mientras que se encuentra en la estación de bomberos
Solamente una pequeña parte de las horas de trabajo se pasa en los incendios

Rasgos Desfavorables

Una jornada de 24 horas de trabajo
Condiciones peligrosas de trabajo
Se trabajan los días de fiesta
Tiempo extra controlando incendios

¿Cuál Es La Perspectiva Del Trabajo?

En 1978, en California hubo más aspirantes calificados que empleos. Se espera que siga así por los siguientes años. Ciudades con problemas de dinero han desempleado a muchos trabajadores.

¿Cuáles Son Las Oportunidades De Adelanto?

El adelanto se consigue a través de examenes de competencia. Solo los bomberos con experiencia y créditos de colegio pueden tomar el examan para ingeniero, teniente, capitán, jefe de batallón, y asistente o jefe de bomberos. La oportunidad para promoción es favorable en muchos departamentos de bomberos.

La poliza actual de acción afirmativa ha aumentado las oportunidades para los candidatos bilingues. Algunos departamentos de bomberos han empezado el reclutamiento activo de aplicantes bilingues. Comunidades de

Related Jobs

Forestry
Fire Inspector
Smoke Jumper
Fire Marshal
Fire-Control Mechanic

mucha gente de habla española tienen más oportunidades para candidatos bilingues.

Características Del Trabajador

El bombero debe ser alerta, valiente, y estar en buena condición física. El o ella también debe tener buen juicio, habilidades de lider, entendimiento de mecánica y ser sensitivo al público.

Trabajos Relacionados

Guardabosques
Inspector De Incendios
Mecánico de Control de Incendios
Mariscal de Incendio
Mecánico en el Control de Incendios

Monograph F

Monógrafo F

PERSONAL SERVICE

SERVICIO PERSONAL

PERSONAL SERVICE

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SERVICIO PERSONAL

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INTRODUCTION

These occupations offer personal services to their customers. Some of these services include cutting or styling hair, guiding tours, carrying baggage, arranging funerals or making passengers comfortable and safe during travel. Some of these tasks require special skills that are learned through formal training. However, many of the jobs in this cluster offer on-the-job training or an apprenticeship program and require a state license before working in a service position.

Employers prefer persons who are neat, thoughtful and able to get along with others. This is important because these workers have alot of contact with the public and represent their employers. Many of the jobs may also require physical strength to lift heavy objects or remain standing for long periods of time. In many cases workers receive tips along with a salary. Most workers wear uniforms and may have to use their own equipment for their jobs. Some of the services are performed in barber shops, beauty shops, shoe repair shops, clothes rental agencies and other companies. Both full-time and part-time is usually available.

Anyone entering this field should have patience, be cheerful and enjoy helping others. Personal service jobs sometimes limit workers to a small working area. Customers can sometimes be demanding and hard to please. In the past, mostly women have worked in this field, but in recent years more men have begun to enter this field of work.

Most of the jobs in personal service do not require a formal education. Many businesses provide on-the-job training. Although there is no language requirement for many of these jobs, there is a growing need for persons who speak both English and Spanish, especially in areas with alot of Spanish-speaking people.

INTRODUCCION

Estas ocupaciones ofrecen servicios personales a sus clientes. Entre estos servicios se incluye cortar o arreglar el pelo, dirigir viajes de turismo, cargar equipaje, preparar funerales, o asegurar que pasajeros se sienten cómodos y sin peligro mientras viajan. Algunos de estos trabajos requieren habilidades especiales que se pueden aprender con entrenamiento formal. Muchos de estos trabajos ofrecen entrenamiento mientras uno trabaja o tiene programas de aprendizaje. Además, se requiere una licencia estatal antes de trabajar en una posición de servicio.

Los empleadores prefieren personas que sean limpias, consideradas y que se puedan llevar bien con los demás. Esto es importante porque estos trabajadores tienen mucho contacto con el público y representan a sus empleadores. Muchos de los trabajos requieren fuerza física para levantar objetos pesados o estarse parado por largos períodos de tiempo. Muchas veces los trabajadores reciben propinas además de sueldo regular. La mayoría de los trabajadores usan uniformes y a veces tienen que usar su propio equipo en el trabajo. Algunos de estos servicios se encuentran en peluquerías, salas de belleza, talleres de zapatos, agencias que rentan ropa y otras compañías. Trabajo de medio tiempo, lo mismo que tiempo-completo son usualmente disponibles.

Personas que entran en este campo deben tener paciencia, buen carácter, y también debe gustarles trabajar con otros. Trabajos de servicio personal a veces limita al trabajador a trabajar en una área pequeña. Clientes a veces pueden ser exigentes y difíciles. En el pasado, por la mayor parte, las mujeres tenían este empleo, pero ahora más hombres han comenzado a entrar en esta línea de trabajo.

Muchos de los trabajos en servicio personal no requieren educación formal. Muchos negocios ofrecen entrenamiento mientras uno trabaja. Aunque no se necesita que hablen otro idioma para muchos de estos trabajos, hay un aumento en la necesidad de personas que hablan inglés y español, especialmente en áreas con grandes números de gente que hablan español.

APPLIANCE SERVICEPERSON

Appliance servicepersons repair many appliances from small toasters and irons to large refrigerators and automatic washing machines. The serviceperson must find out what is not working, then make adjustments and put in the new or repaired parts. Servicepersons usually specialize in repair of either gas or electric appliances. Servicepersons also look for trouble spots in gas lines or fluid and electrical connections.

What Kind Of Training Is Required?

Appliance servicepersons usually get on-the-job training. In some companies, trainees begin working on simple jobs, then move on to jobs that are more difficult. Sometimes, trainees get classroom instruction from the appliance manufacturers and local distributors. Technical schools and correspondence courses in electronics help the trainee get better skills in appliance repair. It takes about three years experience to become qualified as an electrical appliance serviceperson.

Many experienced servicepersons attend training classes and study handbooks and service manuals to learn about new appliances.

What Are The Working Conditions?

Many servicepersons work more than 8 hours a day and receive higher pay for overtime.

Appliance repair shops are fairly quiet, well-lighted and well-ventilated. Small appliances can be fixed in the shop. Large appliances are usually repaired in the customer's home. These large jobs sometimes require the serviceperson to work in tight spaces and uncomfortable positions and the work areas are not always clean.

A serviceperson who repairs large appliances may spend many hours a day driving between customers' homes. Most of the work is directly supervised.

Where Are They Employed?

Most servicepersons work in independent repair shops and retail service centers. Other workers are employed in manufacturer service centers, by appliance distributors and by gas and electric companies. Most of these jobs are found in large cities.

What Salaries Do Appliance Servicepersons Earn?

Salaries will depend on the type of employer, the skill level of the worker, the type of equipment serviced and the location of the job. In

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MECANICO DE APARATOS

El mecánico de aparatos repara muchos accesorios, desde tostadores y planchas, hasta refrigeradores y máquinas de lavar. Primero busca lo que no funciona y luego hace ajustes o le pone partes nuevas o partes reparadas. Por lo general, el mecánico se especializa en la reparación de aparatos de gas o electricidad. Los mecánicos de aparatos también buscan problemas en líneas de gas o líquido, y conecciones eléctricas.

¿Qué Clase De Entrenamiento Es Necesario?

Mecánicos de aparatos usualmente reciben entrenamiento mientras trabajan. En algunas compañías, los entrenantes empiezan en trabajos fáciles y luego se adelantan a trabajos más difíciles. A veces, los entrenantes reciben instrucción en clases enseñadas por fabricantes de aparatos y distribuidores locales. Escuelas técnicas y cursos de correspondencia en electrónica les ayuda a aumentar sus habilidades en la reparación de aparatos. Toma como tres años de experiencia para ser calificado como mecánico en la reparación de aparatos eléctricos.

Muchos mecánicos que ya tienen experiencia asisten a clases de entrenameinto y estudian manuales de servicio para familiarizarse con los nuevos accesorios.

¿Cuáles Son Las Condiciones De Trabajo?

Muchos mecánicos de accesorios trabajan más de 8 horas al día y ganan más dinero cuando trabajan más de las horas regulares de trabajo.

Tiendas de reparación de aparatos son bastante cómodas, tienen buena luz y buena circulación de aire. Aparatos chicos pueden ser reparados en la tienda. Aparatos grandes usualmente son reparados en la casa del cliente. Los trabajos grandes a veces requieren que el mecánico trabaje en espacios angostos y posiciones incómodas. Estas áreas de trabajo no siempre están limpias.

Un mecánico que repara aparatos grandes puede pasar varias horas al día manejando a las casas de sus clientes. Mucho del trabajo no es supervisado directamente.

¿Dónde Trabajan?

Muchos trabajadores son empleados por tiendas de reparación independientes o centros de servicio de menudeo. Otros trabajadores son

1976, workers earned between $4.00 and $7.00 per hour. The starting rate for an apprentice was $3.00 an hour.

What Is The Economic Outlook For This Job?

Employment of appliance servicepersons is not expected to grow as fast as the number of appliances in use. The manufacturers are designing sturdier parts for appliances and are offering better training for servicepersons.

Although the number of jobs available is not expected to change much, many workers will be needed to replace those who leave this type of work.

How Is An Appliance Serviceperson Promoted?

Servicepersons may be promoted to foreman, assistant service manager or service manager. Persons who get along with customers and other servicepersons have better chances of getting promoted. Experienced servicepersons sometimes open their own appliance sales or repair shops.

Servicepersons may become instructors for appliance manufacturers or technical writers who prepare service manuals.

What Are Some Worker Traits?

Appliance servicepersons should have pleasant personalities and be able to work well around customers and co-workers. She/he must also be able to follow orders as well as make his/her own decisions. Persons with a good background in electronics and mechanics have good chances of finding a job because of their training. High school graduates are preferred by most employers and especially graduates from trade schools.

Favorable Features

Much variety on the job
Drive light trucks or cars with 2-way radios
May belong to a trade union
Good wages
On-the-job training provided by many employers

Unfavorable Features

Must travel to large jobs
Work is sometimes dirty
Slow growth in employment expected
Some training required
Must work under alot of direct supervision

empleados por centros de aparatos y por compañías de gas y electricidad. La mayoría de estos trabajos se encuentran en ciudades grandes.

¿Cuánto Ganan?

Salarios dependen del tipo de empleador, el nivel de habilidad del trabajador, el tipo de equipo que ha servido y el sitio del trabajo. En 1976, trabajadores ganaron de $4.00 a $7.00 por hora. El aprendiz empezaba con un sueldo de $3.00 la hora.

¿Cuál Es La Perspectiva Económica?

Empleo para el mecánico de aparatos se espera que suba tan pronto como el número de aparatos que se usen. Los fabricantes están diseñando partes que son más durables para los aparatos y están ofreciendo entrenamiento más eficiente para los mecánicos.

Aunque no se espera que suba el número de trabajos, muchos trabajadores se van a necesitar para reemplazar a los que se salen de esta clase de trabajo.

¿Qué Promociones Existen?

Mecánicos de aparatos pueden ser adelantados a capataz, asistente al manejador de servicio o manejador de servicio. Personas que se llevan bien con los clientes y otros mecánicos tienen mejor oportunidad de avansar. Mecánicos con experiencia a veces abren su propia venta de accesorios o tiendas de reparación. Mecánicos de aparatos pueden ser instructores para fabricantes de aparatos o escritores técnicos que preparan manuales de servicio.

Características Del Trabajador

Un mecánico de aparatos debe tener personalidad agradable y debe ser capaz de trabajar alrededor de clientes y con otros trabajadores. El/ella debe seguir instrucciones al igual que hacer sus propias decisiones. Individuos con habilidades electrónicas y mecánicas tienen buenas oportunidades de hallar un trabajo bueno. Estudiantes graduados de escuela secundaria son preferidos por la mayoría de los empleadores y especialmente los estudiantes que han graduado de una escuela de artes y oficios.

Aspectos Favorables

Mucha variedad en el trabajo
Manejar carros o autocamiones con radios telefónicos
Pueden pertenecer en una
Buen salario
Entrenamiento mientras uno trabaja

Language Skills

A worker must be able to read and understand instructions in English. Spanish is helpful when working with the Mexicano/Chicano community.

What Are Some Related Classifications?

Television Repair Worker
Electrician
Machine Assembler
Sales Representative
Salvager

BARBER

The job of a barber is mainly the care of hair, face and scalp. She/he gives hair and scalp treatments, shaves, facial massages and shampoos. It is most important to try to satisfy each customer.

Other barbers with special training are called hairstylists. They shampoo, cut and style hair. They also dye hair and fit hair pieces.

What Are Some Other Duties?

Barbers must keep their instruments and equipment in good condition. They must also clean their work areas and generally keep the shop clean. Some barbers order supplies, pay bills, keep records and hire employees.

What Are The Working Conditions?

Most barbers work more than 40 hours per week. A barber has a steady stream of customers during busy hours, especially on weekends (Fridays and Saturdays) and holidays.

A barber gets a steady number of clients by giving good haircuts, making the customers feel comfortable, giving good service and keeping the shop clean and attractive.

Where Do They Work?

Most shops have one or two barbers. However, there are opportunities to open large shops in big cities.

Aspectos Desfavorables

Deben viajar a trabajos de accesorios grandes
El trabajo a veces es sucio
Se espera un aumento despacio en el empleo
Se requiere entrenamiento
Se tiene que trabajar bajo mucha supresión directa

Habilidades De Lengua

El trabajador debe poder leer y entender instrucciones en inglés. El español es importante cuando se trabaja en la comunidad mexicana/chicana.

¿Cuáles Son Algunas De Las Ocupaciones Relacionadas?

Reparador de Televisiones
Electricista
Ensamblador de Máquinas
Representante de Ventas
Salvador de Partes

PELUQUERO

El trabajo del peluquero es principalmente de cuidar el pelo, la cara, y el cuero cabelludo. El/ella da tratamientos de pelo y piel, afeita, y da masajes de cara y champús. Es importantisimo tratar de satisfacer a cada cliente.

Otros peluqueros con entrenamiento especial se llaman estilistas. Dan Champú, cortan el pelo, y lo estilan. También pintan pelo y arreglan pelucas.

¿Cuáles Son Otras De Sus Tareas?

Peluqueros deben tener sus instrumentos y equipo en buena condición. También limpian su área de trabajo y generalmente mantienen limpia la tienda. Algunos peluqueros ordenan provisiones, pagan cuentas, mantienen apuntes y contratan empleados.

¿Cuáles Son Las Condiciones De Trabajo?

Muchos peluqueros trabajan más de 40 horas por semana. El peluquero tiene un buen número de clientes durante horas ocupadas, especialmente los fines de semana y durante días de fiesta. Un peluquero consigue un número constante de clientes dando buenos cortes de pelo, haciendo que

What Training Is Needed?

Anyone over 16 years of age must finish the eighth grade and meet health requirements and graduate from a State-approved barber school before they can get a State License.

Most states require the beginner to take an exam for an apprentice license. After two years of experience a second exam is needed to become a registered barber. Both exams include a written test and proof of the examinees' ability to cut hair.

How Does A Beginner Find A Job?

A beginner usually finds the first job through the barber school she/he attends or the local barber's union.

What Salaries Do They Receive?

Barbers' salaries include their regular wages and tips. In 1976, experienced barbers received earnings between $200 to $250 a week. A successful hairstylist can earn up to $1,600 a month. Apprentice barbers earned about $175 to $200 a week.

Their salaries depend on the size and location of the shop where they work. They are also affected by the customer's tipping habits, the prices charged for the services and competition from other barber shops.

What Is The Outlook For Barbers?

In 1975, more than 10,000 barbers worked in California. Opportunities for barbers are expected to grow. Barbers with many skills as well as the ability to learn new fashions and ways of cutting hair have the best chances for success.

How Does A Barber Get Promotions?

A few barbers teach at barber schools. Some experienced barbers become managers of large shops or open their own business. Barbers who go into business for themselves must have the money to rent or buy the shop and all of the necessary equipment.

What Are Typical Worker Traits?

A barber should be patient and have a good personality. This is not only important because of all the contact with the public, but is especially good for keeping and getting more steady customers. Skilled hands and fingers, as well as good health are required. Also, these workers should have a good eye for noticing differences in color and form.

sus clientes se sientan a gusto, dando buen servicio y manteniendo la peluquería limpia y atractiva.

¿Dónde Trabajan?

Uno o dos peluqueros trabajan en una peluquería pequeña. La peluquería de este tamaño es más común. Hay oportunidades de abrir grandes peluquerías en ciudades grandes.

¿Qué Clase De Entrenamiento Se Necesita?

Uno debe tener 16 años de edad, haber completado el octavo año, estar en buena salud, y ser graduado de una escuela aprobada de peluquero antes de obtener su licencia del estado.

Muchos estados requieren que el principiante tome un examen para adquirir licencia de aprendiz. Después de dos años de experiencia se necesita un segundo examen para ser peluquero registrado. Ambos examenes incluyen una prueba escrita y una demostración en cortar pelo.

¿Cómo Encuentra Trabajo El Principiante?

El principiante generalmente encuentra su primer trabajo por medio de la escuela que él/ella asiste o la unión local de peluqueros.

¿Cuánto Ganan?

El salario del peluquero consiste de sueldo regular y propinas. En 1976, peluqueros con experiencia recibieron entre $200 a $250 a la semana. Una persona que va a ser estilista puede ganar hasta $1600 al mes. Peluqueros principiantes ganan entre $175 a $200 a la semana.

Sus salarios dependen en el tamaño y sitio de la tienda donde trabajan. También son afectados por la costumbre de los clientes en dar propina, el precio que cobran por sus servicios y la competencia de otros peluqueros.

¿Cuál Es La Perspectiva?

En 1975, más de 10,000 peluqueros trabajaron en California. Se espera que crezcan las oportunidades de peluqueros. Peluqueros con mucha habilidad y talento para aprender nuevos modos y técnicas tienen mejor oportunidad para buen éxito.

¿Qué Promociones Existen?

Algunos peluqueros enseñan en las escuelas de peluquería. Otros peluqueros con experiencia se hacen administradores de tiendas grandes o abren sus propios negocios. Peluqueros que abren sus propios negocios deben tener el dinero para rentar o comprar la tienda y todo el equipo necesario.

¿Cuáles Son Las Características Del Trabajador?

Un peluquero debe ser paciente y debe tener un personalidad agradable.

Where Are The Training Programs For Barbers?

Most large cities have cosmetology schools. Community colleges also provide training opportunities in cosmetology. Information about training programs and state laws for licensing can be obtained from:

California State Board of Barber Examiners
1021 "O" Street, Room A-547
Sacramento, California 95814

What Languages Are Needed For This Job?

The licensing exam is written in English, but anyone may use the help of a translator. There is no language requirement and persons who speak more than one language, such as Spanish and English, have an advantage when trying to get a job.

What Are Some Related Occupations?

Hairstylist
Manicurist
Cosmotologist
Make-up Artist
Masseur/Masseuse

Favorable Features

Trade union available
No heavy work required
Growth in employment is expected
Paid vacations
Good wages plus tips

Unfavorable Features

Few benefits
Must supply own tools
Must stand most of the day
Sometimes have to deal with difficult customers
Usually work more than 40 hours per week

Esto no es solamente importante a causa de todo el contacto con el público, sino es especialmente bueno para mantener y conseguir más clientes constantes. Manos y dedos hábiles, también como buena salud son requeridas. También, estos trabajadores deben tener buen ojo para notar diferencias en color y forma.

¿Dónde Están Los Programas De Entrenamiento Para Peluqueros?

Muchas ciudades grandes tienen escuelas de cosmotología. Colegios de la comunidad también ofrecen oportunidades de entrenamiento en cosmotología. Información sobre programas de entrenamiento y leyes estatales para licenciarse se puede obtener de:

California State Board of Barber Examiners
1021 "O" Street, Room A-547
Sacramento, California 95814

¿Qué Lenguas Se Necesitan Para El Trabajo?

El examen para la licencia está escrito en inglés, pero uno puede usar la ayuda de un intérprete. No hay requisito de lengua. Personas que hablan más de una lengua, como español e inglés, tienen ventaja en conseguir trabajo.

¿Cuáles Son Algunas De Las Ocupaciones Relacionadas?

Estilista de Pelo
Manicuro/a
Cosmotologista
Artista de Maquillaje
Masajista

Aspectos Favorables

Pueden ser miembros de unión
Vacaciones son pagadas
Buen sueldo más propina
No se requiere trabajo pesado
Se espera crecimiento de empleo

Aspectos Desfavorables

Pocos beneficios
Peluqueros deben tener sus propios instrumentos
Debe estar parado casi todo el día
A veces tienen que trabajar con clientes difíciles
Usualmente trabajan más de 40 horas por semana

CAR SALESPERSON

Auto salespersons work closely with car dealers and buyers. Many salespersons sell only new or used cars and others may sell both. The main part of the job is to help customers choose a car that they like and will be happy with. It is the salesperson's job to answer any questions, get the customer to go for a test drive and to write out the order if they should decide to buy a car. Salespersons also quote prices and trade-in allowances and may arrange for financing and insurance for the cars they sell.

What Kind Of Training Is Needed?

Most beginners are trained on the job by sales managers and experienced salespersons. Many large dealers also provide several days of classroom training on how to get customer leads, making sales presentations and closing sales. Salespersons receive continuing guidance and training from their sales managers, both on the job and at occasional sales meetings. A high school diploma is the minimum educational requirement for beginning salespersons. Many auto salespersons have additional education.

What Are The Working Conditions?

Salespersons sometimes work late afternoons, evenings, weekends, and holidays. Some car dealers may only hire part-time sales workers. But 40-hours per week with some overtime is generally common.

Saleswork is done in all kinds of weather. However, most of the time is spent indoors.

What Salaries Do Car Salespersons Earn?

Most car salespersons are paid a commission based on the selling price of a car. In order to give their new salesperson a steady income, many dealers may advance money against future commissions. There are a few dealers that pay a straight salary.

In 1978, their salaries ranged between $800 to $2,000 a month. And, most agencies guarantee a minimum wage of $2.65 an hour.

What Is The Economic Outlook For This Job?

The number of car salespersons is expected to increase a little through the 1970's. Many job openings will be due to job transfers, retirement and deaths of presently employed salespersons. The employment of car salespersons changes from year to year, but is steadier than actual car sales.

VENDEDOR DE AUTOMOVIL

Vendedores de autos trabajan cerca de sus clientes y comerciantes de autos. Muchos vendedores se especializan en vender carros nuevos o carros usados y algunos venden de los dos. Lo más importante en este trabajo es ayudar al cliente a escojer un carro que le guste. El vendedor de carro contesta preguntas, ordena carros, y anima a los clientes a que manejen los automoviles. Los vendedores dan precios y descuentos y hacen posible los cambios de carros. A veces arreglan el financiamiento y el seguro de los carros que venden.

¿Qué Clase De Entrenamiento Es Necesario?

Casi todos los principiantes son entrenados en el trabajo por manejadores de venta o vendedores con experiencia. Muchos comerciantes dan entrenamiento en como obtener clientes, como hacer presentaciones de ventas y como cerrar una venta. Los vendedores reciben entrenamiento y guianza por sus manejadores de ventas en el trabajo como en juntas regulares sobre ventas. El requisito para el principiante es el diploma de secundaria. Muchos vendedores de autos tienen más educación.

¿Cuáles Son Las Condiciones De Trabajo?

Muchas veces los vendedores trabajan por las tardes, los fines de semana y días de fiesta. Algunas agencias ofrecen trabajo de medio tiempo. Pero, una semana de 40 horas con horas extras es común. Este trabajo se hace bajo de cualquier temperatura. De todas formas, mucho del trabajo se hace adentro.

¿Cuánto Ganan?

A muchos vendedores de autos se les paga comisión por cada auto que venden. Para dar a los vendedores comisionados un sueldo fijo, muchos comerciantes pagan un sueldo chico las primeras semanas de trabajo. Puede que otras agencias suban dinero contra comisiones. Muy pocos comerciantes pagan un sueldo fijo. En 1978, los salarios mensuales de los comerciantes de carros fueron desde $800 a $2,000. Todas las agencias garantizan un sueldo mínimo de $2.65 la hora.

¿Cuál Es La Perspectiva Económica?

Se espera que el número de vendedores de carros suba un poco durante los años 70. Muchas oportunidades de trabajo resultarán por cambios de trabajo, trabajadores que se retiran, y el fallecimiento de vendedores.

Where Are They Employed?

Four out of every five salespersons work for new car dealers. The rest work for used car dealers. Car salespersons work throughout the country, but most of them work in large cities and in states with large populations.

How Is A Salesperson Promoted?

Experienced salespersons with managing skills may advance to assistant sales manager, sales manager or general manager. Some become partners in dealerships or open their own dealerships.

What Languages Are Required?

English is necessary for this type of work. Nonetheless, Spanish-speaking salespersons are needed, especially in the southwestern United States.

What Are Some Worker Traits?

Salespersons whould be courteous, neatly dressed and able to express themselves. Self-confidence and assertiveness are also important. And, determination is needed to get through slow periods of few or no sales.

Favorable Features

Good benefits
Discounts on cars
A chance for promotion
May earn more than just straight salary

Unfavorable Features

Work in all kinds of weather
Alot of competition for sales
Must please customers
Only guaranteed a minimum wage

What Are Some Related Occupations?

Furniture Salesworker
Insurance Agent
Auto Parts Counterworker
Auto Service Advisors

El empleo de vendedores de autos cambia de año a año, pero es más estable que las ventas de carros.

¿Dónde Trabajan?

De cada cinco vendedores cuatro son empleados por comerciantes de carros nuevos. El resto de los vendedores trabajan para comerciantes de carros usados. Algunos comerciantes de carros usados no emplean a vendedores para que trabajen tiempo completo. Vendedores de carros trabajan por todo el país, pero la concentración está en las ciudades grandes y estados con largos números de gente.

¿Qué Promociones Existen?

Vendedores con experiencia y habilidades de manejador pueden subir a asistente de manejador de ventas, manejador de ventas o manejador general. Algunos se hacen socios en el comercio de carros o abren su propio comercio de carros.

¿Qué Lenguas Se Requieren?

El inglés es necesario para este trabajo. Vendedores que hablan español están en demanda, especialmente en el sur de California.

Características De Los Trabajadores

Deben tratar al público con cuidado, vestir bien y poder hablar bien. La iniciativa y agresividad también son importantes. Además, se necesita confianza y determinación para poder pasar períodos bajos cuando las ventas son pocas o van muy despacio.

Aspectos Favorables

Buenos beneficios
Descuentos en carros a los trabajadores
Oportunidades de avance
Puede ganar más de un sueldo regular

Aspectos Desfavorables

Se trabaja en toda clase de clima
Mucha competencia en la venta de carros
Debe satisfacer al cliente
Se le garantiza sueldo mínimo

Ocupaciones Relacionadas

Vendedor de Muebles
Agentes de Aseguranza
Vendedor de Partes de Carro
Consultantes de Servicio de Carro

CHILD AND ADULT CARE ATTENDANT

An adult or child care attendant helps individuals who cannot completely care for themselves. Those who receive this care include children and adults in private homes, hospitals, care facilities or institutions.

What Kind Of Training Is Necessary?

On-the-job training is usually given before starting this type of job. However, housework and babysitting are good background training for anyone interested in becoming an attendant.

What Are The Working Conditions?

The work conditions will depend on the location, type and size of the job. The work setting can be in a comfortable home or in an institution. The job may sometimes require some heavy lifting, cleaning and other activities for personal safety and health of the persons receiving the care.

How Are These Workers Promoted?

Promotions for attendants are usually given in the form of pay raises and/or additional responsibilities. There are also positions for supervisors in some of the bigger institutions.

Is There A Language Requirement?

There is no language requirement, but it is important to be able to communicate with the employer and with the person who is being cared for.

What Are Some Typical Worker Characteristics?

Attendants must, first of all, be in good health. Sometimes they must work under alot of pressure and they should also be prepared to handle emergencies. Clean, personal habits, patience and understanding are all important.

What Experiences Are Helpful In Preparing For This Job?

Some experiences that may be helpful but are not required are babysitting, volunteer work as a care attendant and first aid.

What Are Some Related Occupations?

Animal Care Attendant
Personal Service Worker
Nursing
Midwife
Nursery School Aide

ENCARGADO DE NIÑOS Y CUIDADO DE ADULTOS

Un encargado de niños y del cuidado de adultos ayuda a las personas que no pueden cuidarse. Los que reciben este cuidado incluyen a niños en casas privadas o instituciones y adultos en hospitales, y otras facilidades o instituciones de cuidado.

¿Qué Clase De Entrenamiento Es Necesario?

Se ofrece entrenamiento en el trabajo antes de comenzar en este tipo de empleo. Sin embargo, experiencia y entrenamiento en trabajo de casa y cuidando niños es bueno para cualquier persona interesada en ser encargado.

¿Cuáles Son Las Condiciones De Trabajo?

Las condiciones de trabajo dependaran en el lugar, tipo y tamaño de la institución. El trabajo requiere algunas cosas pesadas, levantar cosas, limpiar y todas las otras cosas para la seguridad personal y salúd de las personas que reciben el cuidado.

¿Qué Promociones Existen?

Promociones para los encargados usualmente se ofrecen en forma de aumentos de pago y/o más responsabilidades. En los centros más grandes hay posiciones para supervisores.

¿Qué Lengua Se Requieren?

No existe ningún requisito de idioma pero es importante poder comunicarse con las personas que reciben el cuidado o con el patrón.

Características De Los Trabajadores

Primero que nada, los encargados deben de tener buena salud. Algunas veces tienen que trabajar bajo mucha presión y deben de estar preparados para encargarse de casos de emergencia. Es importante ser limpio, tener buenos hábitos personales, ser paciente y ser comprensible.

¿Cuáles Experiencias Son Utiles En La Preparación De Este Empleo?

Algunas experiencias que pueden servir pero que se requieren son:

1) Experiencia cuidando niños
2) Trabajo voluntario para personas inválidas y de primeros auxilios

Ocupaciones Relacionadas

Encargado del Cuidado de Animales
Trabajo de Servicio Personal
Enfermería
Partera
Ayudante de Guarderías

Favorable Features

Free time for other activities while working
No formal education necessary
No special skills necessary
Work is not difficult
No language requirement

Unfavorable Features

Attendants provide their own supplies or equipment, if needed
Sometimes long working hours
Limited promotions
Much responsibility for patients under care
No benefits
Position does not guarantee the minimum hourly wage
May work nights and weekends

What Salaries Do Attendants Earn?

Salaries may range between 75 cents to $5.00 an hour depending on the attendant's skills and the responsibilities of the job. Most workers reach a pay agreement with their employers, especially when they are not guaranteed the minimum hourly wage. Most employers will repay them for any job-related costs, such as transportation, food and recreation.

What Is The Outlook Of This Occupation?

Since most care attendants are considered to be self-employed, it is hard to say exactly how many persons are working in this field. Most agencies and institutions have very small programs for care attendants. The economy of the nation will affect the number of jobs that will be available in the future.

Aspectos Favorables

Tiempo libre para otras actividades fuera del trabajo

No se necesita educación formal

Habilidades especiales no son necesarias

El trabajo no es difícil

No hay requisito de idioma

Aspectos Desfavorables

Los encargados tienen que tener las cosas que necesitan o equipo si es necesario.

A veces se trabaja largas horas

Las promociones son limitadas

Tienen mucha responsabilidad de los pacientes

El puesto no garantiza el sueldo de hora mínimo

Se puede trabajar de noche o en fines de semana

¿Cuánto Ganan?

Los sueldos cambian desde 75 centavos a $5.00 por hora dependiendo de las habilidades de las personas y las responsabilidades del empleo. La mayoría de los trabajadores arreglan sus sueldos con su patrón. No se les garantiza el sueldo mínimo. La mayoría de los empleadores les pagan por cualquier gasto relacionado con el empleo como gastos de transportación, comida y recreación.

¿Cuál Es La Perspectiva Económica?

Ya que la mayoría de los encargados del cuidado se consideran empleados por sí mismos, no se sabe cuantas personas trabajan en este campo. La mayor parte de las agencias e instituciones tienen programas muy pequeños para estos encargados. El estado de la economía afectará la cantidad de oportunidades disponibles para este puesto.

COSMETOLOGIST

In 1974, there were about 500,000 cosmetologists in California. Over 90% of them were women.

What Are The Main Duties Of Cosmetologists?

Cosmetologists shampoo, cut, set, style, straighten, bleach, and tint hair and give permanent waves. They also may give manicures and scalp and facial treatments, do a make-up analysis, shape eyebrows, and style wigs and hair pieces.

Cosmotologists are sometimes called beauty operators, hairdressers or beauticians. One of their main responsibilities is to please their customers.

What Kind Of Training Is Required?

Anyone interested in cosmetology must be at least 16 years of age and have completed at least the tenth grade. Each person must pass the state licensing exam in theory and practice of cosmetology, and must have a certificate of good health. Any state approved cosmetology course will provide the necessary training to pass the exam.

What Are The Working Conditions?

Most full-time operators work 40 hours a week or longer. This usually includes working late afternoons and Saturdays. Many part-time beauticians work during these busy hours. Beauticians must spend most of their work hours standing.

Where Are Jobs Found?

Jobs are found in independent beauty salons or in beauty shops that are in department stores and hotels. Some jobs are found in the movie and television studios, in hospitals and ocean liners. The largest number of jobs are found in large cities.

What Is The Outlook For This Job?

Opportunities are good for beginners. Employment is expected to grow in the years to come. Many workers will be needed to replace those who leave this kind of work.

Is This Job Available To Both Men And Women?

Today, about 10% of the total number of cosmetologists are men. This is expected to increase in the future.

OPERADORA DE BELLEZA

En 1974, había más o menos 500,000 personas en cosmetología en California. Más del 90% de estas personas eran mujeres.

¿Cuáles Son Las Responsabilidades Principales De Las Personas en Cosmetología?

Operadoras de belleza se encargan de lavar, cortar, poner tubos, hacer la parte de estilistas, enderezar, descolorar, pintar el cabello y dar permanentes. También a veces ofrecen cuidado de las manos y uñas, cráneo y áreas faciales, dan análisis de maquillaje, delinean las cejas y acomodan pelucas.

A las cosmetólogas también se les refiere como operadoras de belleza, peinadoras o embellezadoras. Una de las responsabilidades principales en este trabajo es de complacer a los clientes.

¿Qué Clase De Entrenamiento Se Necesita?

Cualquier persona interesada en cosmetología debe de tener al menos 16 años de edad y haber acompletado por lo menos el décimo grado de educación. Cada persona debe de pasar el examen escrito y en práctica, y debe de tener un certificado de salúd. Cualquier curso que haya sido aprobado por el estado provee el entrenamiento que se requiere para pasar el examen.

¿Cuáles Son Las Condiciones De Trabajo?

La mayoría de las operadoras de belleza que trabajan tiempo completo trabajan 40 horas por semana o más. Esto incluye el trabajar tarde y en sábados. Muchas de las operadoras que trabajan medio tiempo trabajan durante las horas más ocupadas. Las horas de trabajo de la peinadora requieren que por la mayor parte el trabajo sea de pié. Su principal trabajo es el de complacer a los clientes.

¿En Dónde Se Encuentran Los Trabajos?

Los trabajos se encuentran en salones de belleza independientes o talleres de belleza de almacenes de departamentos y hoteles. Otros trabajos también se encuentran en estudios de cine y televisión, hospitales y barcos.

¿Cuál Es La Perspectiva De Este Trabajo?

Las oportunidades son buenas para los principiantes. Se espera que las oportunidades de empleo crezcan en el futuro. Los trabajadores van a necesitar reemplazar a esos que dejen este tipo de empleo.

How Does A Costmetologist Get Promoted?

Some cosmetologists start as manicurists, shampooers or some other related service. Advancement may be an increase in customers, salaries and experience. Cosmetologists may advance to teaching or managing positions. They may also find jobs in other types of work such as cosmetic demonstrators for manufacturing companies or fashion advisors.

How Much Money Does A Cosmetologist Earn?

The amount of total earnings depend on how much experience and the number of customers the beautician has. Where the shop is located and the speed with which the operator can work also affects the total earnings. A very popular cosmetologist who works quickly can turn out more customers and earn more money in a day than a slow beginner that does not yet have steady customers.

In 1976, starting salaries for cosmetologists ranged from $95 to $125 a week. An experienced operator could earn up to $400 a week.

What Language Is Necessary For Employment?

Several beauty colleges offer their courses and text books in Spanish. Interpreters help Spanish-speaking persons to take the English exam. However, the State Board of Cosmetology will soon be offering the licensing exam in Spanish.

What Are Typical Worker Characteristics?

A beauty operator should be artistic and able to create different hair styles with different types of hair. She/he must also be willing to follow a customer's instructions as well as keep up with new hair styles and ways of caring for the hair, face and hands.

This can be very hard work because a beautician spends so much time on his/her feet. Therefore, most employers prefer applicants who are in good health and who do not get tired easily. Beauticians should also have a good personality and an even temper.

Favorable Features

May earn good salary plus tips
Can be creative in work
Part-time work is available
Can have a flexible schedule

¿Este Trabajo Es Accesible Para Hombres y Mujeres?

Hoy en día un 10% del número total de cosmetólogos son hombres. Se espera que este número crezca.

¿Cómo Puede Avanzar un Cosmetólogo?

Algunos cosmetólogos comienzan lavando cabello, dando manicura, o haciendo otros quehaceres relacionados con el trabajo. A un cosmetólogo se le considera que es avanzado cuando se le aumentan los clientes, salario, y experiencia. Cosmetólogos también pueden llegar a enseñar, o a posiciones de manejador. Es posible también que encuentren trabajo en otros tipos de empleo tales como de mostradores de cosméticos para compañías manufactureras o editores de belleza.

¿Cuánto Gana Un Cosmetólogo?

La cantidad del sueldo en total depende en la experiencia y el número de clientes que la persona tenga. El lugar donde está situado el salón y la rapidez con que trabaje la/el operador de belleza afecta las ganancias. Un cosmetólogo popular que trabaje rápido puede ganar más que un principiante que trabaja despacio y que no tiene clientes.

¿Qué Idioma Es Necesario Para El Empleo?

Varias escuelas de belleza ofrecen sus cursos y libros de texto en español e interpretes asisten a las personas cuando toman el examen en inglés. La Directiva de Cosmetólogos del estado va a ofrecer el examen en español muy pronto.

¿Cuáles Son Las Características Típicas Del Trabajador?

Un operador de belleza debe de ser artístico y poder crear diferentes tipos de estilos en diferentes tipos de cabello. El/ella debe también estar dispuesto a seguir las instrucciones de los clientes al igual que estar al tanto de los nuevos estilos y modos de cuidar el cabello, cara y manos.

Este trabajo puede ser muy pesado dado al mucho tiempo que las/los peinadores pasan de pié. Por eso, la mayoría de los empleadores prefieren solicitantes que estén en buena condición física y que no se cansan facilmente. Operadores de belleza deben tener una personalidad agradable y un carácter igual.

Aspectos Favorables

Puede crear sus estilos
Puede ganar buen sueldo más propinas
Hay trabajo de medio tiempo
Horario flexible

Unfavorable Features

Alot of overtime work on weekends and holidays

Few benefits

Must stand most of the time

May work with hard-to-please customers

What Are Some Approved Training Schools?

Most large cities have beauty training schools. Also community colleges provide apprenticeship programs and sometimes offer financial assistance or educational scholarships. For more information on training schools and requirements for licensing contact:

State Board of Cosmetology
1020 "N" Street
Sacramento, California 95814

What Are Some Related Occupations?

Electrologist

Barber

Make-up Person

Manicurist

Masseuse/Masseur

Hair Stylist

Aspectos Desfavorables

Trabajo en sábados y días de fiesta
Pocos beneficios
Trabajar de pié la mayoría del tiempo
Trabajo con clientes difíciles de complacer

¿Cuáles Son Algunas De Las Escuelas Que Han Sido Aprobadas?

La mayoría de las ciudades grandes tienen escuelas de entrenamiento para peluqueros. También los colegios de la comunidad proveen programas para principiantes y también algunas veces ofrecen asistencia financiera o becas educacionales. Para más información acerca de escuelas de entrenamiento y requisitos para licencia favor de ponerse en contacto con:

State Board of Cosmetology
1020 "N" Street
Sacramento, CA 95814

¿Cuáles Son Algunas Ocupaciones Relacionadas?

Peluquero
Electrólogo
Maquillante
Manicurista
Masajista
Estilista

DRY CLEANER

Most dry cleaning businesses want workers that will be able to do at least two of these three jobs: dry cleaning, pressing, or spot checking. Dry cleaners sort and weigh clothes, choose the right cleaning solutions and set the controls for the dry cleaning machines. Pressers use steam irons and machine presses. They work with all kinds of fabrics, so they must know which machine and temperature will get the test results. Spotters check clothes for stains and use chemical solutions to remove them. Good eyesight and color vision is needed for this work.

Where Do Dry Cleaners Work?

Of the 7,000 persons who work in California in dry cleaning jobs, three out of four work in dry cleaning plants. The rest work in dry cleaning stores, tailor shops and rental shops.

What Are The Working Conditions?

Most dry cleaning plants are clean and well-lighted but sometimes hot and humid because of the cleaning machines. The normal work week is 40 hours. Part-time work is also available. Workers that do not belong to unions may work evenings and weekends.

What Training Is Needed For This Position?

There is no minimum education requirement except that the person must know how to read and understand instructions in English. On-the-job training is very common for this type of work and apprenticeships are usually offered by small, individually-owned shops. Some training is also available in high schools and in trade schools throughout the State.

What Salaries Can Dry Cleaners Earn?

Many workers are covered by union contracts with the Laundry, Dry Cleaning and Dye House Workers International Union. Union wages depend on the local contract and vary from $2.75 to $4.00 an hour for experienced dry cleaners, and $3.50 to $4.20 an hour for spotters. These wages were reported for union workers in 1976. Non-union workers received between $2.00 and $3.25 an hour for pressers, spotters and dry cleaners. Some businesses pay bonuses for good work done by pressers.

What Promotions Are Available?

A worker usually moves from presser to spotter to dry cleaner. Higher

TINTORERO

Casi todas las empresas de tintoreros requieren que el trabajador pueda hacer por lo menos dos de los siguientes oficios: Tintorero surte y pesa la ropa, escoje la solución apropiada para limpiar, y arregla los controles de las máquinas que limpian en seco. Planchador usa planchas de vapor y plancha a máquina. Ellos trabajan con toda clase de tejido así que deben saber cual máquina y temperatura dará los mejores resultados. Observador se fija si la ropa tiene manchas y usa soluciones químicas para limpiarlas. Se necesita buena vista y percepción de color para este trabajo.

¿Dónde Trabajan Los Tintoreros?

De las 7,000 personas empleadas en California en ocupaciones de tintorería 3/4 trabajan en plantas de limpieza en seco. Los demás son empleados en tiendas que limpian en seco, sastrerías, y tiendas que rentan ropa.

¿Cuáles Son Las Condiciones De Trabajo?

Muchas plantas que limpian en seco están limpias y tienen buena luz, pero a veces son calientes y húmedas por las máquinas que se usan. La semana normal de trabajo es de 40 horas. También hay posiciones de trabajo con tiempo incompleto, o sea, que no trabaja las cuarenta horas. Trabajadores que no están en unión pueden trabajar de noche o los fines de semana.

¿Qué Clase De Entrenamiento Es Necesario?

No hay un mínimo en el requisito educacional, nada más esperan que uno pueda leer y entender instrucciones en inglés. El empleador en ciertos casos puede ofrecer posiciones como aprendiz.

Entrenamiento mientras uno trabaja es muy común en este tipo de oficio y talleres chicos ofrecen programas de entrenamiento. Un poco de entrenamiento también se puede obtener en secundarias y escuelas industriales.

¿Qué Es El Salario Del Tintorero?

Muchos trabajadores están cubiertos por contratos que la unión tiene con trabajadores de lavandería, tiendas de limpiaduría en seco, y tintorería. Sueldos dependen en el tipo de contrato y varía desde $2.75 a $4.00 la hora para el tintorero con experiencia. Observadores ganan desde $3.50-a $4.20 la hora. Estos sueldos fueron reportados para trabajadores de unión en 1976. Tintoreros, observadores, y planchadores que no están cubiertos por unión ganan de $2.00 a $3.25 la hora. Algunos negocios dan sobresueldo a planchadores que hacen buen trabajo.

¿Cuáles Son Los Adelantos Posibles?

El Trabajador sube de planchador a observador a tintorero. Hay otros

promotions are made to foreman, manager or owner-operator of a store. These promotions are limited and it is very common for a worker to remain in the same position permanently.

What Is The Outlook For This Job?

Improved machinery and better cleaning fluids have raised the quality of work dry cleaners are doing. But easy-care fabrics and the growing popularity of self-service shops have decreased the demand for dry cleaning services. Most job openings will be due to workers changing occupations. These openings are usually for experienced workers.

Favorable Features

On-the-job training is sometimes available
Regular work hours
Work with little supervision
May become union members
No education required

Unfavorable Features

Hot and steamy air in work areas
Workers must stand most of the day
Advancement is limited
More work during the holidays
Must work with strong chemicals

What Are Some Related Occupations?

Upholsterer
Carpet Cleaner
Laundry Worker
Furniture Cleaner
Fur Cleaner
Dyer

What Languages Are Needed For This Job?

A worker must be able to read and understand instructions in English. She/he may work with the public, so it is helpful to speak the language(s) that is used by most customers.

What Are Some Worker Characteristics?

Employers look for persons who are dependable and good workers. Workers need good eyesight and should be free from allergies. They must work well with their hands and also be in good physical condition.

adelantos que son más elevados como supervisor, manejador o dueño-operador de la tienda. Estas promociones son limitadas y es posible que un trabajador se quede en el mismo puesto permanentemente.

¿Cuál Es La Perspectiva De Este Trabajo?

Mejor maquinaria y líquidos para limpiar han mejorado la calidad del trabajo, pero tejidos que no necesitan mucho cuidado y el crecimiento de lavanderías ha hecho que baje la demanda de servicios de las limpiadurías. Casi toda oportunidad de trabajo resultará a causa de trabajadores que han cambiado de oficio. Estas oportunidades son usualmente para trabajadores con experiencia.

Aspectos Favorables

Hay entrenamiento en el trabajo
Horas regulares de trabajo
Trabajo de poca supervisión
Pueden ser miembros de unión
No se necesita educación

Aspectos Desfavorables

Aire caliente y húmedo en la área de trabajo
Trabajadores deben permanecer de pié casi todo el día
Pueden ser miembros de unión
Los adelantos son limitados
Más trabajo durante días de fiesta
Debe trabajar con productos químicos con mucha fuerza

¿Cuáles Son Algunas De Las Ocupaciones Relacionadas?

Tapicero
Limpiador de Alfombra
Trabajador de Lavandería
Limpiador de Muebles
Limpiador de Pieles
Pintador de Ropa

¿Qué Lenguaje Se Necesita Para Este Trabajo?

Un trabajador debe saber a leer y entender instrucciones en inglés. A veces tiene que trabajar con el público, así es que sea útil a poder hablar la idioma(s) que la mayoría de los clientes usen.

¿Cuáles Son Algunas Características De Los Trabajadores?

Empleadores buscan a trabajadores en quienes pueden depender y que puedan trabajar 8 horas al día.

Los trabajadores necesitan buena vista y no deben tener alergias. También deben trabajar bien con las manos.

EMBALMER AND MORTICIAN

Embalmers protect public health by preparing dead bodies or any remains for burial according to the laws of health and sanitation. This helps prevent the spread of diseases. Some morticians also provide funeral assistance to the family of the dead and are called funeral directors or undertakers.

What Are The Working Conditions?

Embalmers must know and follow legal requirements for the embalming process which includes special steps that must be taken for a death caused by an infectious disease or having to transport the remains to other states.

The embalming process is carried out in private, well-ventilated, clinically clean areas which must meet standards set by the State Board of Funeral Directors and Embalmers.

In small businesses, the hours of work vary. Many small mortuaries have resident embalmers or apprentices living on the premises to answer calls. Employers in large mortuaries usually work in shifts and have regular hours.

What Are The Job Requirements?

Embalmers prepare the corpses for burial. Some embalmers help the coroner at the scene of death or at autopsies. They must file reports and act as witnesses in court. The embalmers are responsible for keeping the work rooms and equipment clean and in good working order.

What Training Is Required?

In California, all embalmers must complete a nine-month course at a school of mortuary science approved by the State Board of Funeral Directors and Embalmers. They must be 18 years of age and have a high school diploma, or its equivalent, and complete a two-year internship before they can pass a state licensing exam in California. The apprenticeship may be completed either before or after attending the school of mortuary science.

To become an apprentice embalmer, an applicant must meet the age and education qualifications and must work in a mortuary approved by the State Board. A person may become an embalmer or a funeral director, but most students complete both courses. Anyone interested in positions as managers and administrators should take the administration courses in funeral management, mortuary management and psychology. These classes are completed in an extra three months.

EMBALSAMADOR Y MUÑIDOR

Embalsamadores protegen la salúd pública preparando a difuntos para el entierro según las leyes de la salúd y sanidad. Esto ayuda a prevenir enfermedades contagiosas. Algunos embalsamadores también ofrecen asistencia en funerales para la familia del difunto y se les llama empresarios de funeral o muñidor.

¿Cuáles Son Las Condiciones De Trabajo?

Embalsamadores deben saber y seguir los requisitos legales en el proceso de embalsamiento. Esto incluye procedimiento especial que se toma por muerte causada por una enfermedad contagiosa o cuando el difunto debe llevarse a otros estados.

El proceso de embalsamiento se lleva acabo en una región privada, de buena ventilación, y limpia que debe seguir las reglas por la mesa de directores fúnebres y embalsamadores del estado.

En pequeños negocios las horas de trabajo cambian. Muchas funerarias pequeñas tienen a un embalsamador de planta o un aprendiz presente en el local, para contestar llamadas. Empleados en funerarias más grandes, trabajan diferentes tandas y tienen horas regulares de trabajo.

¿Cuáles Son Las Responsabilidades Del Trabajo?

Embalsamadores preparan el cadáver para el entierro. Algunos embalsamadores asisten al coroner en el lugar de muerte o en la autopsia. Deben escribir reportes y declarar en investigaciones de la corte. Los embalsamadores son responsables por mantener el equipo y el área de trabajo limpias y en orden.

¿Cuál Es El Entrenamiento Que Se Necesita?

En California, todos los embalsamadores deben completar un curso de 9 meses en una escuela de ciencias mortuorias acreditada por la mesa de directores fúnebres y embalsamadores. Deben tener 18 años de edad, un diploma de secundaria o lo equivalente, y un internado de 2 años en California para poder pasar el examen de licencia del estado. El aprendizaje puede completarse antes o después de la escuela de ciencias mortuorias.

Para poder ser un aprendiz de embalsamador, el aplicante debe tener la edad correcta, educación, calificaciones y ser empleado por un establecimiento fúnebre aprobado por la mesa estatal. Una persona puede ser o embalsamador,

What Salary Does An Embalmer - Mortician Earn?

In 1976, morticians and embalmers earned between $200 and $300 a week. Funeral home managers earned between $10,000 and $16,000 a year and an embalmer apprentice earned between $2.25 and $4.60 an hour in 1976.

Where Are They Employed?

A few embalmers work in county coroner's departments. Many work in funeral parlors and teach in schools. Quite a few embalmers are self-employed and run their own mortuaries.

What Is The Outlook For This Occupation?

In 1974, 3,300 persons were licensed to practice embalming in California. Over the past few years there has been a slight growth in this field and there are more men than women embalmers. Along with this growth, the need for replacements for those who leave the field has created about 40 new positions each year.

What Are The Advancement Opportunities?

Within a large business there are many types of promotions. An embalmer may become a funeral director or a mortuary manager. In 1973, funeral directors and mortuary managers earned from $9,000 to $20,000 a year. A self-employed funeral director may earn more than $20,000 a year.

Other promotions include appointments to boards of professional and scientific journals.

For specific information about the examination requirements, contact:

State Board of Funeral Directors and Embalmers
1021 "O" Street Room A-190
Sacramento, California 95814

California Funeral Directors Association
Suite 930 Del Webb Center
2200 Tulare Street
Fresno, California 93721

Favorable Features

Good benefits
Job security
Regular work hours
Clean work areas
No heavy labor involved

o director fúnebre, pero por lo general el estudiante completa los dos cursos. Los que estén interesados en posiciones como director o administrador deben tomar cursos de administración en dirección fúnebre, manejo de funeraria, y psicología. Estas clases pueden ser completadas en 3 meses.

¿Qué Salario Gana El Embalsamador Y Muñidor?

En 1976, muñidores y embalsamadores ganaron entre $200 a $300 a la semana. Manejadores de funeraria ganaron entre $10,000 a $16,000 al año. Un aprendiz de embalsamador puede ganar entre $2.25 a $4.60 la hora.

¿Dónde Son Empleados?

Unos cuantos embalsamadores son empleados por departamentos de coroner del condado. Muchos trabajan en funerarias y enseñan en escuelas. Otros cuantos embalsamadores tienen sus propias mortuorias.

¿Cuál Es La Perspectiva De Esta Ocupación?

En 1974, a 3,300 personas se les dió licencias para practicar embalsamiento en California. En los últimos dos años ha crecido un poco esta ocupación. Hay más hombres que son embalsamadores que hay mujeres. Junto con este crecimiento, la necesidad de reemplazar ha creado 40 posiciones nuevas cada año.

¿Cuáles Son Las Oportunidades De Adelanto?

En un establecimiento grande hay muchos tipos de promociones. En una funeraria un embalsamador puede adelantarse a director fúnebre o manejador de mortuoria. En 1973, directores fúnebres ganaron desde $9,000 a $20,000 al año. Un director fúnebre que trabaja por sí mismo puede ganar más de $20,000 al año.

Otras promociones incluyen apuntes a mesas de asociaciones profesionales, profesores de escuelas médicas, y escribir artículos para revistas científicas y profesionales.

Para información acerca de los requisitos de examen, escriban a:

State Board of Funeral Directors and Embalmers
1021 'O' Street, Room A-190
Sacramento, CA 95814

California Funeral Directors Association
Suite 930 Del Webb Center
2200 Tulare Street
Fresno, CA 93721

Unfavorable Features

Occasionally come in contact with contagious diseases

Sometimes unpleasant work

Must have a strong stomach

What Are Some Related Occupations?

Nurse

Hospital Attendant

Funeral Director

Coroner

GUARD AND WATCHMAN

In 1976, there were over 500,000 guards and watchmen working in this country. Ninety percent of them were men. Guards and watchmen work for private guard companies, manufacturing industries or local governments.

What Do Their Duties Include?

Guards and watchmen patrol and check property to protect it against fire, theft and illegal entry. The specific duties of these workers depends on the type of employer. They may be responsible for taking care of buildings, banks, hospitals, department stores, ports, railroads, museums, schools, parks, etc. Other times they may also have to set thermostats or turn on machines for workers.

What Kind Of Training Is Required?

There are no educational requirements, but most employers prefer high school graduates. Employers look for people with experience in the military service or in local police departments. A drivers' license is required for some jobs.

Many companies give beginning guards instruction before working and also on-the-job training. Some of this training will include the use of handling emergencies and security problems.

Aspectos Favorables

Buenos beneficios

Seguridad de trabajo

Horas regulares de trabajo

Areas limpias de trabajo

No hay trabajo muy pesado

Aspectos Desfavorables

Ocasionalmente está en contacto con enfermedades contagiosas

Algunas veces es trabajo desagradable

Debe tener un estómago resistente

¿Cuáles Son Algunas De Las Ocupaciones Relacionadas?

Enfermera

Atendiente de Hospital

Empresario Funerario

Coroner

GUARDIAS Y VIGILANTES

En 1976, hubo más de 500,000 guardias y vigilantes trabajando en el país. 90% de ellos eran hombres. Guardias y vigilantes trabajan en compañías privadas, industrias, o gobiernos locales.

¿Cuáles Son Sus Obligaciones?

Guardias y vigilantes patrullan, revisan propiedad y la protegen contra quemazones, robos o entradas ilegales. Las obligaciones de estos trabajadores dependen en el tipo de empleador que tengan. Pueden ser responsables por edificios, bancos, hospitales, tiendas de departamentos, puertos ferrocarriles, museos, escuelas, parques, etc.

Algunas veces son responsable por poner el termóstato, o prender las máquinas para los trabajadores.

¿Qué Clase De Entrenamiento Es Necesario?

No se necesita educación, pero muchos empleos prefieren a graduados de secundaria. También buscan a gente con experiencia en el servicio militar o

What Are The Working Conditions?

The majority of all guards and watchmen work at night. They usually do not take a regular lunch break but eat while on the job. Working conditions depend on whether most of the work is indoors or outdoors.

Guard work is boring, tiring and sometimes hazardous. Guards usually work alone and at night. Most guards do not work more than 40 hours a week.

Where Are They Employed?

Guards are usually employed by large companies. Many belong to the International Union of Guards and Watchmen or the American Federation of Guards. Those who work for small security services are generally covered by union contracts.

The largest number of these workers are found in office buildings, government buildings, hospitals, nursing homes, hotels, banks and schools. Jobs are found all over the country, but most of them are found in highly industrialized areas.

What Salaries Do They Earn?

In 1976, workers averaged $3.25 to $5.50 per hour. Guards who are union members earn more than non-union workers. Actual wages depend on the size and location of the employer.

What Is The Economic Outlook For This Job?

Many new jobs will come about because of the number of new plants, offices, banks, retail stores and schools. Also, the growing rate of crime is expected to increase the need for more guards. Many new employees will be needed to replace those workers who leave their jobs.

How Important Is The English Language For This Job?

Each worker must show his/her ability to follow written and verbal instructions.

What Are Some Worker Traits?

Applicants should be in good health, have good vision and hearing, and good character references. Persons who have police records should not consider this type of work.

Many companies require guards to meet weight and height requirements. Other important traits include mental alertness, emotional stability and physical strength. All employees must be dependable and responsible workers.

en departamento de policía local. Una licencia de manejar se necesita para algunos trabajos.

Muchas compañías dan instrucciónes a los guardias antes de empezar a trabajar y también entrenamiento mientras trabajan. Una parte del entrenamiento es el uso de armas, primeros auxilios, y modos de tratar emergencias y problemas de seguridad.

¿Cuáles Son Las Condiciones De Trabajo?

La mayoría de los guardias y vigilantes trabajan de noche. Trabajan ocho horas y usualmente comen mientras trabajan en vez de salir a comer. Las condiciones de trabajo dependen en si trabajan adentro o afuera.

El trabajo del guardia es cansado, aburrido, y peligroso. Guardias trabajan solos y de noche.

¿Dónde Son Empleados?

Guardias son empleados por grandes compañías. Muchos pertenecen a la unión internacional de Guardias y Vigilantes o la Federación Americana de Guardias. Los guardias que trabajan para servicios pequeños de seguridad son generalmente cubiertos por contratos de unión.

La mayor parte de estos trabajadores se encuentran en edificios de oficina, edificios de gobierno, hospitales, sanatorios de crianza, hoteles, bancos y escuelas. Los trabajos se encuentran en todas partes del país, pero hay más en secciones donde hay muchas fábricas.

¿Cuáles Son Sus Salarios?

En 1976, ganaron más o menos de $3.25 a $5.50 por hora. Guardias en uniones ganan más que guardias sin unión. Sueldos dependen en el tamaño del lugar y el empleador.

¿Cuál Es La Perspectiva Económica De Este Trabajo?

Muchos trabajos nuevos serán creados por el aumento en el número de plantas, oficinas, bancos, tiendas de menudeo y escuelas. Además, el aumento de crimenes hará que haya más guardias. Muchos empleados nuevos se necesitaran para reemplazar a esos trabajadores que dejarán sus trabajos.

¿Qué Tan Importante Es El Inglés Para Este Trabajo?

Cada trabajador debe poder seguir instrucciones escritas y orales.

¿Cuáles Son Algunas De Las Características Del Trabajador?

Solicitantes deben estar en buena salúd, tener buen oido y vista, y buenas referencias de caracter. Personas que tienen marcas en el departamento de policía no deben considerar este tipo de trabajo. Además, algunas compañías exigen que guardias sean de cierto tamaño y peso. Otras características importantes son que el guardia debe estar activo mentalmente, y estar

How Is An Employee Promoted?

Promotions are limited to pay raises, a better work shift or a better job assignment. Experienced workers may also become supervisors. College education together with experience helps prepare persons for promotion.

Favorable Features

Quiet work setting
Little or no supervision
May belong to a union
No heavy work is required
Can work at your own pace

Unfavorable Features

Must work night shifts most of the time
Usually work alone
Work holidays and weekends
No lunch hour given on most jobs
Possible job hazards
Can be very boring

What Are Some Related Occupations?

Police Officer
Deputy Sheriff
Security Officer
Private Investigator

firme emocionalmente y tener buen aguante físico. Todos los empleados deben ganarse la confianza de otros y ser responsables en el trabajo.

¿Cómo Recibe Promoción El Empleado?

Promociones son en forma de aumento de sueldo, mejores horas de trabajo o puestos nuevos. Trabajadores con experiencia pueden llegar a ser supervisores. Educación de colegio combinada con experiencia ayuda a preparar a las personas para promociones.

Aspectos Favorables

Area de trabajo callada
Trabajo con poca o no supervisión
Puede pertenecer a unión
No se requiere trabajo pesado
Puede trabajar a su propio paso

Aspectos Desfavorables

Debe trabajar de noche la mayoría del tiempo
Generalmente trabaja solo
Trabajo en fines de semana y días de fiesta
No se da hora para comer en muchos de estos trabajos
Posibles peligros en el trabajo
Puede ser aburrido

¿Cuáles Son Algunas De Las Ocupaciones Relacionadas?

Policía
Diputado (Alguacil)
Oficial de Seguridad
Investigador Privado

INSURANCE AGENT AND BROKER

Insurance agents and brokers sell insurance policies that will pay a person if their property is damaged or if they personally are injured or lose their life. The three basic types of insurance are: life, property and liability, and health. Agents usually sell one of these types of insurance.

In 1980, it is expected that 523,000 persons will work as insurance agents. Of these, about one-fifth will be women. Most of these agents will specialize in life insurance and many will sell insurance on a part-time basis.

Where Are Agents Employed?

An insurance agent may work for an insurance company or as an independent representative of an insurance company. A broker, on the other hand, is not under contract to any one company but sells policies for several insurance companies.

What Are The Working Conditions?

Agents and brokers spend most of their time with customers who are interested in buying an insurance policy. Much of the time is spent in an office, planning insurance programs and contacting new customers.

Some agents spend more than 40 hours per week on the job. And, it is common for them to work evenings and weekends.

What Kind Of Training Is Required?

All insurance agents and brokers are licensed by the state where they want to work. Applicants must pass written examinations covering insurance policies and state laws.

New agents usually receive some training at home offices of the company they will be working for. Some companies offer classes on sales problems and insurance practices. This training may take several weeks to several months to complete. So, most cmopanies do provide their workers on-the-job training.

What Are Some Worker Characteristics?

Agents are usually 21 years of age or older. It is helpful to have some college training. An agent should be patient and be able to explain the insurance policy clearly. Self-confidence and a cheerful personality are valuable.

AGENTE DE SEGUROS Y CAMBISTA

Los agentes de seguros y cambistas venden aseguranzas que pagan a las personas si sus propiedades son dañadas o si la persona se lastima o pierde la vida. Las tres clases de seguro son la de vida, propiedad y obligación, y salúd. Los agentes usualmente venden uno de estos tres tipos de seguro.

Se espera que para 1980, 523,000 personas trabajarán como agentes de seguro. De estos, como un quinto serán mujeres. Muchos de estos agentes se especializarán en seguros de vida. Muchos venderán seguros trabajando tiempo incompleto de trabajo.

¿Dónde Son Empleados Los Agentes?

Un agente de seguros puede trabajar por una compañía de seguros o como negociante independiente que trabaja como representante de una compañía de seguros. Un cambista no tiene contrato con una compañía pero vende pólizas para varios seguros.

¿Cuáles Son Las Condiciones De Trabajo?

Los agentes y cambistas pasan mucho de su tiempo con clientes que están interesados en comprar una póliza de seguros. Se pasa mucho tiempo en una oficina planeando programas de seguros y estableciendo relaciones comerciales con nuevos clientes.

Algunos agentes pasan más de 40 horas a la semana en el trabajo. Es común que trabajen tardes y fines de semana.

¿Qué Clase De Entrenamiento Se Necesita?

Todos los agentes de seguros y cambistas agarran licencias del estado donde quieren trabajar. Solicitantes deben pasar una examinación escrita que cubre pólizas de seguro y leyes del estado.

Por lo general, los agentes nuevos reciben entrenamiento en las oficinas centrales de una compañía. Algunas compañías ofrecen clases sobre los problemas de venta y como usar las leyes de seguros. Este entrenamiento varía de varias semanas a varios meses. Algunas compañías dan entrenamiento mientras uno trabaja.

¿Cuáles Son Algunas Características Del Trabajador?

Los agentes, generalmente tienen 21 años de edad. Ayuda tener algún entrenamiento de colegio. Un agente debe ser paciente y debe poder explicar la póliza de seguros claramente. También es bueno tener fé en sí mismo y una personalidad alegre.

What Salaries Do Agents Earn?

New agents usually get a salary while they build up the number of clients they will be serving. In 1976, agents earned $800 a month during their training. However, most agents are paid on a commission basis. The size of the commission depends on the company. In 1976, agents who had a few years of experience earned from $12,000 to $20,000. A really good agent may earn up to $30,000 a year or more.

What Promotions Are Available?

Experienced agents may be promoted to sales manager positions in district offices. A few experienced agents can go into positions of company superintendent, vice-president or president.

What Is The Outlook For This Job?

The opportunities will be good during the 1970's. Many persons will be needed to replace those who leave their jobs. But even with this slight increase in jobs, competition is still high for insurance agents.

Is There A Language Requirement?

English is necessary for all insurance agents. Spanish is helpful, but is not required.

What Are Some Related Classifications?

Claims Adjuster
Insurance Underwriter
Claim Examiner
Mortgage Loan Officer
Insurance Attorney
Policy Writer

Favorable Features

Can earn more if you work more
Discount on personal policies
Benefits
Many promotions available
Work in comfortable surroundings

Unfavorable Features

Work on evenings and weekends
Paid by commission
Alot of competition
Must find own customers

¿Qué Salarios Ganan Los Agentes?

Agentes nuevos ganan un sueldo mientras obtienen clientes. En 1976, ganaron $800 al mes durante su entrenamiento. La cantidad de la comisión depende de la compañía. En 1976, agentes con unos años de experiencia ganaron de $12,000 a $20,000. Un agente que es bueno gana hasta $30,000 al año.

¿Cuáles Son Las Promociones Disponsibles?

Agentes con experiencia pueden ser adelantados a posiciones de manejador de venta en oficinas de distrito. Unos cuantos agentes con experiencia pueden entrar a posiciones de superintendente de la compañía, vice-presidente o presidente.

¿Cuál Es La Perspectiva Para Este Trabajo?

Las oportunidades serán buenas durante los 1970. Muchas personas se necesitarán para reemplazar a los que dejan sus trabajos. Aún con un aumento en trabajos, la competencia para agentes de seguros es grande.

¿Hay Requisitos De Lenguaje?

El inglés es necesario para todos los agentes de seguro. El español ayuda, pero no se requiere.

¿Cuáles Son Algunas Clasificaciones Relacionadas?

Ajustador de Reclamo
Suscriptor de Seguros
Examinador de Reclamo
Oficial de Préstamos Hipótecario
Abogado de Aseguranza
Escritor de Póliza

Aspectos Favorables

Ganan más si trabaja más
Descuentos en sus propias pólizas
Beneficios
Posibilidad de muchos adelantos
Se trabaja en alrededores cómodos

Aspectos Desfavorables

Se trabaja tardes y fines de semana
Se paga por comisión
Mucha competencia
Debe encontrar a su propio cliente

REAL ESTATE AGENT OR REALTOR

Real estate salesworkers and brokers represent property owners in selling or renting their properties. They are called real estate agents if they are members of the National Association of Realtors. They show and sell real estate and handle rental properties. In 1976, there were 1.5 million persons employed as realtors.

What Are The Working Conditions?

Agents spend much of their time on the telephone either answering questions about properties or trying to get more properties to handle. An agent who rents properties or sells real estate must leave the office to make personal contacts and inspect properties. An agent usually works with one type of real estate such as commercial, industrial or residential property. The majority of real estate agents handle residential properties. Agents usually work in the evenings and on weekends.

Where Are Real Estate Agents Employed?

In 1976, about 450,000 persons sold real estate full time. Many others sold on a part-time basis. Real estate is sold in all areas but employment opportunities are greater in large urban areas and small but fast growing communities. Most real estate agents work for small businesses. In big cities, some agents work for large companies with several offices.

What Salaries Do Real Estate Agents Earn?

Very few real estate agents work for a salary. The main source of wages is commissions on sales. The rate of commission depends on the type of property and its value. The usual commission on residential property is 6 per cent of the amount they sell the property for. In 1976, earnings of full time real estate agents generally ranged between $13,700 and $30,000 a year. Beginners usually earn less. Their earnings are often irregular because alot of time may go by before they make a sale. Income usually increases with experience and can be as high as $40,000 a year.

What Promotions Are Available?

Real estate can be promoted to sales or general manager. Training as a real estate agent can lead to work as a real estate appraiser or a specialist in property management. Others go into mortgage financing or real estate counseling.

AGENTE DE BIENES RAICES

Vendedores de bienes raices y cambistas representan a los dueños de propiedad en ventas o en el arreglamiento de sus propiedades. Se les llaman agentes de bienes raices si son miembros de la Asociación de las Juntas de Bienes Raices. Ellos muestran y venden bienes raices y manejan las propiedades rentadas. En 1976 habían 1.5 millones de personas empleadas como agentes.

¿Cuáles Son Las Condiciones Del Trabajo?

Los agentes ponen mucho de su tiempo en el teléfono contestando preguntas sobre las propiedades o tratando de obtener más propiedades. Un agente quien renta propiedades o vende bienes raices debe dejar la oficina para hacer contactos personales e inspeccionar propiedades. Un agente usualmente trabaja con un tipo de bienes raices que son propiedades comerciales, industriales o residenciales. La mayoría de los agentes de bienes raices manejan propiedades residenciales. Los agentes usualmente trabajan de noche y en fines de semana.

¿Dónde Están Empleados Los Agentes De Bienes Raices?

En 1976 como 450,000 personas vendían bienes raices tiempo completo. Varios otros vendían en tiempo parcial. Bienes y raices se venden en todas las áreas pero las oportunidades de empleo son más grandes en áreas urbanas y pequeñas cuando las comunidades están creciendo muy rápido. La mayoría de los agentes trabajan para negociantes pequeños. En ciudades grandes, algunos trabajan para compañías grandes con varias oficinas.

¿Cuáles Son Los Sueldos Que Ganan Los Agentes De Bienes Raices?

Muy pocos agentes de bienes raices trabajan por sueldo. El recurso principal de sueldos es la comisión en ventas que hacen. El tamaño de la comisión depende en el tipo de propiedad y su valor. La comisión usual en propiedad residencial es 6% del valor de la venta de la propiedad. En 1976 los ingresos de agentes de bienes raices de tiempo completo fueron entre $13,700 y $30,000 al año. Principiantes usualmente ganan menos. Sus ganancias la mayoría del tiempo son regulares porque el tiempo puede pasar sin hacer una venta. Ganancias usualmente aumentan con experiencia y pueden ser tan altos como $40,000 al año.

¿Cuáles Promociones Son Disponibles?

Los agentes de bienes raices pueden ser promovidos a ventas o a manejadores generales. Entrenamiento como agente de bienes raices puede llegar al trabajo de apreciación de bienes o a especialista en el manejamiento de propiedades. Otros entran al financiamiento de hipoteca o a consejeros de bienes raices.

What Is The Outlook For This Occupation?

There is a favorable outlook for employment in this field. The number of job openings is expected to increase as fast as the average for all other occupations. In addition to this growth, thousands of agents will be needed to replace those workers who leave the field.

What Kind Of Training Is Necessary?

All real estate agents must pass a written examination to be licensed by the state. The examination includes questions on basic real estate business. Employers prefer applicants with a high school education. Competition for these jobs is very high and persons with some college background have a better chance of getting hired.

Many agencies offer formal training programs for beginners and experienced salesworkers. Many universities, colleges and junior colleges also offer courses in real estate. Students can earn an associates' or bachelor's degrees in Real Estate. Advanced courses are also offered by Realtor Associations.

Favorable Features

Good advancement opportunities
May sell real estate on a part-time basis
Have first choice on many properties
Benefits provided by agencies
Can earn good salary

Unfavorable Features

Alot of contact with the public
Must know leasing practices, business trends, tax rates and insurance coverages
Competition is high for jobs
Commission are the only source of income for most agents
Must work evenings and weekends

What Are Some Worker Characteristics?

A real estate agent should always dress neatly and be well-groomed. A pleasant personality and a good memory for details is also important. Mature, honest, and energetic persons are best qualified for this type of work.

¿Cuál Es La Perspectiva De Esta Ocupación?

El futuro es bueno para el empleo en este campo de trabajo. El número de los puestos de trabajo se espera aumentar tan rápido como el promedio de todas las otras ocupaciones. En adiciones a este crecimiento, miles tendrán que reemplazar a esos trabajadores que dejan este campo de trabajo.

¿Qué Tipo De Entrenamiento Es Necesario?

Todos los agentes de bienes raices deben pasar un examen escrito para obtener una licencia del estado. El examen incluye preguntas sobre negocios de bienes raices. Empleadores prefieren a personas con educación de la secundaria. Competencia para estos empleos es muy alta y las personas con conocimiento de colegio tienen mayor oportunidad de ser empleados.

Varias agencias ofrecen programas de entrenamiento formal para principiantes y vendedores con experiencia. Varias universidades, colegios y colegios de la comunidad también ofrecen cursos en bienes raices. Los estudiantes pueden obtener un título de asociado o bachiller en bienes raices. Cursos avanzados también se ofrecen por la asociación.

Aspectos Favorables

Buenas oportunidades de adelanto
Pueden vender bienes raices en tiempo parcial
Puede escojer las propiedades
Los beneficios proporcionados por las agencias
Pueden ganar un buen salario

Aspectos Desfavorables

Hay mucho contacto con el público
Deben saber prácticas de arrendamiento, tendencias de negocio
Cubrimiento de tárifa de impuestos y de seguro
La competencia es alta para empleos
Las comisiones son los únicos recursos de sueldo para la mayoría de los agentes
Se trabaja en las noches y en fines de semana

¿Cuáles Son Algunas Características De Los Trabajadores?

Un agente de bienes raices debe vestir bien y ser limpio. Una personalidad agradable y buena memoria para recordar detalles son importantes. Personas maduras, honestas y con mucha energía son las que califican mejor para este tipo de trabajo.

What Is The Language Requirement?

Real estate agents must understand and write good English. Other languages, such as Spanish, may also be helpful when working with the public.

What Are Some Related Occupations?

Insurance Agent
Apartment Manager
Title Searcher
Leasing Agent
Real Estate Appraiser

¿Qué Es El Requisito Sobre El Idioma?

Los agentes de bienes raices deben entender todos los negocios y escribir bien en inglés. Otros idiomas como el español son útiles cuando se trata con el público.

¿Cuáles Son Algunas Ocupaciones Relacionadas?

Agente de Seguro
Manejador de Apartamento
Investigador de Título
Agente de Renta
Apreciador de Bienes Raices